# Student Handbook of Lake Forest College

# 1975-1976

LAKE FOREST COLLEGE
LAKE FOREST, ILLINOIS

## ACADEMIC CALENDAR
1975-76

### FALL

| | |
|---|---|
| Classes begin | September 11 (Thursday) |
| Thanksgiving recess | November 27-28 |
| Classes end | December 4 (Thursday) |
| Reading day | December 5 |
| Final Examinations | December 8-11 |
| Christmas Recess | December 12-January 4 |

### WINTER

| | |
|---|---|
| Classes begin | January 5 (Monday) |
| January courses end* | January 27 (Tuesday) |
| February courses begin | January 29 (Thursday) |
| February courses end** | February 20 (Friday) |
| Seven week course examinations | February 19-20 (Thursday-Friday) |
| Winter recess | February 21-29 |

### SPRING

| | |
|---|---|
| Classes begin | March 1 (Monday) |
| Spring recess | April 10-18 |
| Classes end | May 21 (Friday) |
| Final examinations | May 24-26 |
| Commencement | May 29 (Saturday) |

*If a final examination is given it must be administered on January 27 and the previous day must be used as a reading period.

**If a final examination is given it must be administered on February 20, and the previous day must be used as the reading period.

# FOREWORD

Lake Forest College is a four-year liberal arts college of 1,100 students. It is independently-governed, co-educational, and fully accredited. By policy, it is nondiscriminatory with respect to creed, color, race, national origin, or sex.

This handbook is issued to give members of the college community information about rules and procedures and about services available on the campus. Every student should become familiar with the material in this handbook as well as pertinent information in the current college bulletin.

It is the intent of the college to develop policies and regulations regarding academic and social behavior that insure the optimal individual freedom for academic and personal expression and development, while at the same time safeguarding the interdependent nature of the total community. Rules pertaining to judicial processes and student life are under the supervision of the Office of the Dean of Student Affairs.

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# SECTION I
# ACADEMIC RIGHTS AND REGULATIONS

*Academic Advising*

Each entering student is assigned a faculty adviser from an academic advising group, consisting of several faculty members and upperclass students, to assist the incoming student with program planning, course selections, academic difficulties, career choices, and personal problems. Students will then have the same advisor for freshman and sophomore years. Once the student is acquainted with the other members of the group, the student will be free to change to the adviser who best suits him or her. *All* adviser changes must be reported to the registrar's office.

The unique aspect of the advising system is that many of the meetings will take place on an in dorm basis. The system is a good opportunity to get to know professors personally. It is also hoped that students will take the initiative and talk with their advisers outside of the dorm.

After the sophomore year, students will have an adviser in their major field or discipline.

During course registration for freshmen and transfers in the fall and course pre-registration in the spring, students are required to meet with their faculty adviser. At the time of pre-registration, a detailed schedule of classes for the coming year and a tentative outline for the remainder of the student's undergraduate program is to be completed in consultation with the student's adviser. The adviser's signature must be obtained on all registration forms.

Registration forms will not be accepted in the Registrar's Office unless they are completed and signed by the student's adviser.

*Academic Dismissal*

The College reserves the right to dismiss permanently, at any time, any student whose academic standing is unsatisfactory. A student not on probation may be dismissed for making unsatisfactory progress toward graduation, especially if he or she shows a sudden semester decline in number of credits earned or has already received an academic warning. In addition, any student on probation who fails to make satisfactory progress toward good academic standing in the subsequent term or fails to complete work satisfactorily is subject to dismissal or may be required to take a leave of absence.

Dismissal from the College may also be mandated under conditions set forth under the judicial process.

## ACADEMIC EVALUATION AND APPEAL PROCEDURE

The professor in the classroom and in conference shall encourage free discussion, inquiry, and expression. Students shall be evaluated solely on the basis of their academic performance, not on their opinions or conduct in matters unrelated to academic standards.

*Protection of Freedom of Expression*

Students are responsible for learning thoroughly the content of any course of study, but they shall be free to take reasoned exception to the data or views and to reserve judgment about matters of opinion.

Students are responsible for maintaining standards of academic performance established by their professors, but they shall have protection against prejudiced or capricious academic evaluation.

One common cause of the feeling of being unfairly evaluated in a course is a student's failure to understand clearly the criteria by which he is evaluated. It is most desirable for an instructor to state as clearly as possible at the beginning of a course the evaluative criteria which are to be used for that course.

When a student feels that his final grade in a course has been prejudiced or capricious, and he has been unable to resolve the matter through interaction with the faculty member involved, the student may call the matter to the attention of the departmental chairman. After the student has filled out an appropriate form specifying the details of the alleged injustice, the chairman will appoint a committee of the instructor's colleagues to meet with the student and the instructor and hear evidence concerning the alleged injustice. The student must contact the chairman within two calendar weeks following the beginning of classes in the term following that in which the alleged injustice took place. Whenever possible, the committee will consist of three members of the instructor's department. In a case where the department is too small to permit this procedure, the committee may be composed of two colleagues instead of three. When the departmental chairman is the instructor accused of the alleged injustice, the student may contact another senior member of the department, who will appoint a review committee.

Any student requesting a review is responsible for presenting for review all tests, papers, etc., which enter into a grade and which have been returned to him. Instructors will have to keep on file, for at least a term following that in which a course is offered, all tests, papers, etc., which enter into a grade and which have not been returned to students.

After hearing all available evidence in a particular case, the members of the review committee should meet with the instructor, the student not being present, and state their opinions concerning the matter. If there is unanimous agreement among the committee members that a grade should be changed, the instructor is obligated to change the grade accordingly. In the absence of such unanimous agreement, the grade decision rests solely with the instructor.

## POLICY ON ACADEMIC HONESTY

The College, like any other community, must depend upon the integrity of its members if it is to function meaningfully. While Lake Forest College assumes the personal integrity of its students, as it also assumes their seriousness of intellectual purpose, the College recognizes that students do not always understand the dimensions of academic integrity, that special obligation shared by all "scholars," undergraduate as well as profession. For students, it means the responsibility of intellectual honesty in all their academic work. In order that there be no misunderstanding about the nature of this responsibility--especially in its more



direct application, to examinations and written work--the faculty has outlined the following rules and procedures for the guidance of the community:

Section I - Examinations: No student shall give or receive any unauthorized aid concerning examinations.

(A) An examination will ordinarily be held at an appointed time and in a stipulated location(s). The instructor may decide whether or not to remain in the examination room, but in any case the instructor will be readily available for consultation throughout the examination.

(B) Individual instructors may upon occasion elect to depart from the procedure stated in (A) by giving "take home" examinations, but in such cases they should clearly spell out to the class the conditions under which the examination is to be taken, e.g., time allotted and freedom or non-freedom to consult written materials of specified types and/or other students or instructors.

Section II - Written Work

A student's name on any written work is assumed to be a guarantee that the work is the student's own, except where otherwise defined by the student through the use of footnotes, quotation marks, and bibliography. And the term "written work" shall extend to all essays, examinations, and laboratory reports.

(A) Professors may:
1) Prescribe any limitations on sources or assistance in any form.
2) Waive any requirements concerning the accrediting of sources.
3) Exclude or include homework as written work.

(B) Permission must be obtained from all professors concerned if a paper is to be submitted for credit in more than one course. If this is a case of a paper previously submitted to an instructor no longer present, permission from the instructor need not be obtained; but the instructor to whom the paper will be submitted must be notified that the paper has been used before.

(C) Permission must be obtained for more than one student to work together on an assignment with the understanding that all students concerned will be held responsible for the work and any information involved.

Section III - Plagiarism - Definition

Since one of the most serious areas of violation of academic integrity—and one most widely misunderstood—is plagiarism, the faculty is concerned that students be fully aware of the nature and gravity of this offense.

Plagiarism is defined as copying the work of someone else, either wholly or in part, without proper acknowledgment. Direct quotation of another including



Start Scan Send

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phrases and clauses, must always be indicated by quotation marks and a footnote identifying the source. If you are summarizing or referring in your own words to what someone else has written, either the content or the organization of the ideas, the footnote is required, though quotation marks are omitted. All sources consulted in the preparation of a paper must be listed in the bibliography, giving author, title, place, and date of publication, publisher, and pages read, even if only part of the work has been used.

Section IV - Handling of Violations

An individual instructor suspecting violations of any items relating to Sections I, II, and III, will meet with the student or students concerned for discussion of the matter. If he continues to believe that a violation has occurred, he will meet first with his departmental Academic Advisory Committee of three majors and then with the Dean of the College to solicit their opinions on whether a violation has occurred, and their advice on the severity of any penalty to be imposed. It is understood that in cases in which a student fully acknowledges his/her wrongdoing, the professor will not reveal the student's name to the Academic Advisory Committee. After these discussions have taken place, in a case where the instructor considers a violation to have occurred he will determine whether to lower the grade of the student for the test or project in question, to give the student a failing grade in the course, or to recommend to the President of the College more severe action.

At the beginning of the course each instructor should clearly state his policy regarding handling of cases of plagiarism and cheating on examinations.

The issue of penalties for plagiarism and other forms of cheating will be referred to an appropriate faculty-student committee so that that committee can recommend a standard practice in the case of clear-cut violations.

Section V - Student Appeal of Instructor's Decision

When a student feels the instructor's judgment and/or penalty arrived at by the procedure described in Section IV is inappropriate, the student may submit a written appeal to the Academic Appeals Board, outlining his reasons for considering the instructor's ruling unjust. The Academic Appeals Board augmented by three voting student members selected by student government to serve on an annual basis, will arrange a meeting with the student, instructor, Dean of the College, and departmental Academic Advisory Committee. After hearing all available evidence in the case, the augmented Academic Appeals Board will deliberate among themselves as to the validity of the instructor's judgment of guilt and penalty. If it is the opinion of at least four of the members of the board that the instructor's judgment of infraction of the rules was incorrect or the penalty imposed was inappropriate, the penalty will be changed in accordance with the board's instructions.



Section VI - Standard Penalties

At the meeting of March 6, 1973, the faculty approved the following penalties for violations of the Academic Honesty Code:

1) First Violation–failure (F grade or 0) in the course or project.
2) Second Violation–suspension from the college for one year.
3) Third Violation–expulsion.

ACADEMIC PROBATION (5 courses or two terms)

The Dean of the Faculty reviews the record of any student who is not making satisfactory progress toward graduation, or whose course work is unsatisfactory, or whose absences are excessive. Students may be warned regarding their academic probation, if they have failed two courses in the period of one academic year.

During the period of academic probation the student must give evidence of significant progress toward satisfying requirements for graduation from the college.

Students, advisers, and parents of dependent students are notified when students are placed on probation and removed from probation. Registration for the following semester is tentative for a student on academic probation, and subject to review by the Dean of Faculty. Academic probation lasts for a period of five courses or two terms. Any student on probation cannot fail a third course or academic dismissal will ensue.

Illness or other special circumstances may make individual exceptions to the general rules regarding probation.

ACADEMIC PROGRESS AND STANDING

Normally a student is expected to fulfill graduation requirements in four years. A student will be classified as a sophomore if the student has completed seven courses by the beginning of the second year in college, as a junior if he or she has completed fifteen courses by the beginning of the third year, and as a senior if the student has completed twenty-four courses by the beginning of the fourth year.

ACM PROGRAMS

Lake Forest College is a member of the ACM, Associated Colleges of the Midwest. Other participating colleges include: Beloit, Carleton, Coe, Colorado College, Cornell, Grinnell, Knox, Lawrence, Macalester, Monmouth, Ripon, and St. Olaf. The ACM sponsors a wide variety of off–campus programs. Inquiries may be made from the individual program advisers, or the Office of Off-Campus Programs.

The ACM programs and the advisers for each are:

| | |
|---|---|
| Florence | Bartlett/LeMahieu |
| The Arts of London and Florence | Bartlett/LeMahieu |
| East Asian Studies in Japan | Osako |
| India Studies | Mojekwu |
| Chinese Studies | Osako |
| Latin American Studies | Douglas |
| Costa Rican Development Studies | Douglas |

| | |
|---|---|
| Urban Studies in Chicago | Ticknor |
| Urban Teaching | Borth |
| Wilderness Field Station | Louch |
| Geology in the Rocky Mountains | Martin |
| Newberry Library Program | Milne |
| Argonne National Laboratory Program | Owen |

## ADVANCED PLACEMENT

The College grants advanced placement and exemption from certain major requirements to entering students demonstrating proficiency in their work.

Each department reserves the right to set its own criteria for advanced placement. Generally though, students who have successfully completed Advanced Placement courses and taken the appropriate examinations provided by the College Entrance Examination Board may apply for college credit for this work. Grades of "3", "4" or "5" on the examinations entitle students to credit. Grades of "1" and "2" do not entitle students to credit. For more specific information, contact the department chairman concerned.

## CALENDAR

Course work at Lake Forest College is scheduled into a calendar which is 3-2-3. The format provides two twelve-week periods of three courses each, one seven-week period of two courses. the seven-week middle, or winter term, may be used for concentrated study of two subjects consecutively for three-and-a-half weeks each, or two subjects concurrently for the full seven-week period. Under the 3-2-3 plan, students, may take advantage of off-campus programs such as internships with nearby businesses, extended field trips, or course work at other colleges or universities.

## CLASS ATTENDANCE

Because classroom activities are intended to assist students in the learning experience, it is expected that they will attend class sessions whenever possible. Since students are responsible for attendance at classes, they are also accountable for work they miss. Each member of the faculty has the perogative of establishing specific attendance regulations which, in the instructor's opinion, are best suited to the course.

## COURSE LOAD

In he fall and spring terms the normal load is three courses, although a student may take a fourth course if the record indicates he or she is capable of completing an additional course satisfactorily and if the adviser agrees. In the winter term of seven weeks, two courses constitutes a full load. These may be taken concurrrently or successively. Those courses in education which are required for certification but which are not credited toward a degree, and private music lessons or choir for credit may be added to the normal course load.



## COURSE LOAD AND CREDITS

The normal course load for one year is eight courses, credit in thirty-two courses is required for graduation. While credits are recorded by courses rather than by semester or quarter hours, each course may be regarded as the equivalent of four semester hours of six quarter hours.

## COURSES AT BARAT COLLEGE

A student at Lake Forest may, upon approval of his or her advisor, register for up to four semester hours in a given semester at Barat College, for which full Lake Forest credit will be granted.

A schedule of courses at Barat College is available in the Registrar's Office. Courses that are not available at LFC, including studio art, theatre, and dance, are offered at Barat College. A student who wishes to register for a course at Barat should indicate the course on the registration form.

Lake Forest students travel to Barat, one mile away, primarily for additional coursework in the creative arts–dance, ceramics, painting. Barat students register at Lake Forest primarily in the sciences–biology, chemistry, physics. A bus shuttle service between the two colleges operates regularly each day. Bus schedules may be obtained from the Registrar's Office.

Barat College also offers lectures and cultural programs to which students of Lake Forest are invited.

## CREDIT BY EXAMINATION

If a student feels able to meet the requirements of a regualr course without attendance at class meetings, he or she may request permission to pass the course by examination. The student must have the consent of the instructor and the approval of the Dean of the Faculty, and the instructor may make requirements in addition to the examination when these seem appropriate for a course. If a student audits a course, this privilege is not available in that course.

## CREDIT FOR SUMMER WORK ELSEWHERE

A student who plans to attend summer session at a college other than Lake Forest must obtain prior approval of the program of study. Transfer credits may not be accepted for a student who fails to obtain approval. Please report to the Registrar to obtain the necessary form.

## DEAN'S LIST

The Dean's List recognizes students who have achieved distinguished academic records. It is compiled at the end of each academic year. To be selected for this honor, a student must have received during the year at least four grades of "A", six grades of "A" or "B", and no grades of "C", "D", or "F".

## UBLE MAJOR

Students declaring a double major must be aware that they must complete course requirements in both major fields, Courses which may be counted for one major or another, such as Biology 300 or Chemistry 300 (Bio-Chemistry), may be counted for both majors in a double major upon petition and approval of the department heads of each field.

## EDUCATION COURSES

Students registering for an educaiton course must confer with the chairperson of that department.

## EXAMINATIONS

Final examinations must follow the published schedule. They may not be given to individual students prior to the beginning of the final examination period, but a faculty member is free to arrange an individual examination any time during the examination period if he feels that the student's request for change is justified. The examination for the rest of the class must be given at the scheduled time.

In lieu of a final examination in a course, term papers may be assigned, but in such cases the students are entitled to have until the end of the scheduled time for the examination in a course to submit their term papers.

Examination papers, particularly final examination papers and term papers, if not returned immediately to students, are to be kept at least for one term before they are destroyed so as to be available for examination by students. It is understood that papers from the spring term will be kept through the fall term. Faculty members leaving the College are asked to leave their record books with the deaprtment chairman, or, if they do not wish to do so, to accept the obligation to keep these record books for at least a year in order to check records if necessary.

## GRADING SYSTEM

The College employs an A, B, C, D, F grading system. The "A" grade is awarded for work of clearly outstanding quality. The "B" is given for superior but less than outstanding work. The "C" indicates good work. The "D" is given for work that is marginal but nevertheless passing. Courses in which a student receives a grade of "D" count toward graduation; however, the departments may require a grade of "C" or better in courses prerequisite to more advanced work. A course for which the grade of "D" is received my be repeated for the purpose of improving the grade, but not for additional credit. "F" indicates failure.

At Lake Forest, students may choose for each course whether to recieve either "credit" only or a grade in the course, if the work is successfully completed. The choice must be made no later than the end of the first week of classes in the term, except that in the January or February terms the choice must be made no later than the third day of classes. Students who fail a course are given a grade of "F" under either choice. An incomplete, "I", is given to a student who is passing but, because of illness or some other reason beyond control, has not completed the work of the course by the end of the term. An incomplete may be given only upon the initiative of the instructor and, except when special permission is granted by the



Dean of the Faculty, must be removed within the first week of the new term in fall or winter, and within one calendar week after the close of final examinations in the spring term.

Approved withdrawal from a course within the first four weeks of a fall or spring term will result in a grade of withdrawal, "W". Approved withdrawal after the first four weeks will result in a grade of "W", if the student is passing the course, and a grade of withdrawal failure, "WF", if not. For the winter term, the period is two wiids for full-term courses, one week for January and February (half-term) courses.

The conditional grade of "X" permits a student who was passing a course up to the time of a final examination or paper to repeat that work when, in the opinion of the instructor, a failure on the final work was clearly inconsistent with the student's earlier performance. It is given at the discretion "I". If the work is satisfactorily completed, the "X" is converted to a "D"; otherwise it becomes a "F".

The warning grade of "Y" is given only to freshmen at the time of the mid-term grade report when a student is barely passing a course.

Grade reports for failing, barely passing, or incomplete work are made to all freshman students at midterm. Final grade reports are mailed to students at their homes at the close of each term.

## GRADUATION WITH HONORS

There shall be but one type of GWH (excluding the College Scholar Program) and that shall be *in a department*, (or appropriate inter-disciplinary major). *Two criteria* must be satisfied: (1) a demonstration of the student's *mastery of the subject material*, and (2) a demonstration of the student's *ability to do creative scholarly work* in an area. These two criteria can be met as follows:

(1) A student must have a 3.5 grade point average (GPA) or above in all courses in the major taken at Lake Forest College. This is based on a 4.0 GPA as straight A; a minimum of six must have been taken at Lake Forest College.

OR

A student can choose to take the senior major examination (written or oral)—administered as now; however, a student must have a 3.0 GPA in the department to be eligible *or* be invited by the department to take such exam. This would be evaluated by the department as is currently the case for GWH in a department.

(2) A student must be evaluated as having an outstanding senior tesis (as now defined, and presently called Honors in Senior Thesis). In exceptional circumstances (where a senior thesis seems inappropriate), a well-documented senior research project or imaginative creative project brought to fruition in the senior year may be a substitute for the senior thesis. The request for such substitution must be initiated by the project director and requires the unanimous approval of all members of the department(s) involved. This work must be evaluated as excellent by a committee which is defined similarly to the senior thesis committee.

The grade point average is to be computed at the end of the term preceding graduation. If a course is retaken in the major, the higher of the two grades is computed in the grade point average.

## INDEPENDENT STUDY

Increasingly independent study and research under the guidance and supervision of members of the faculty is sought out by students as an avenue of investigating areas beyond the limits of the formalized course.

Qualified students may engage in independent study with the appropriate approval and within the competence and time of the faculty. A student may take no more than a total of seven independent courses, fewer in each of the established categories: tutorials, research, senior thesis, creative projects, or off-campus activities such as internships.

In addition to the registration with the Registrar, approved plans must be submitted to the Office of the Dean of the Faculty before the beginning of the term in which the study is to take place.

Independent study includes research projects, tutorial projects, creative projects, and internships.

A student may undertake a *research project*, under the supervision of a faculty member, during the junior or senior years. A student may take one course-equivalent of research per term with a maximum of four course-equivalents during the junior and senior years. The category of research will include senior thesis programs.

A student may take a *tutorial project* (a directed reading project) under the supervision of a faculty member during any term after the first term of the freshman year, but no student may take more than four tutorials while at Lake Forest College, and no more than one per year.

A student may undertake a *creative project* in the fine arts under the supervision of a faculty member after the first term of the freshman year, but no more than four such projects are allowed toward the degree and no more than one may be undertaken in a given academic year.

*An internship* is an independent study which is carried out off-campus in an established organization under the immediate supervision and partial evaluation of someone outside the faculty. A student may earn a maximum of four course credits in internships.

## COLLEGE SCHOLAR PROGRAM

The College Scholar Program emphasizes self-determination for its students. The responsibility for initiative in the program lies with the student, beginning with presentation of his or her case for admission to the program.

In the spring term applications are invited from students who will be juniors by the end of the fall term of the following academic year. Admission is determined by the College Scholar Committee on the basis of:

1) The student's aptitude for excellent academic performance.

2) The likelihood of the student's maintining high motivation in a program of self-directed work.



3) The probability of successful completion of the student's general study plan in the light of the goals and capacities of his or her own scholorship, of the College, and of the Scholar Program.

The student applying prepares a general study plan, consulting with a faculty member who agrees to serve as the student's college scholar adviser. The general study plan is a crucial sample of performance for purposes of judging admission to the Program.

In the general study plan a student defines a special field of interest but this field need not correspond to existing departmental divisions. It is expected that the plan will represent an integrated program of study, not a collection of discrete units, and that it will include a variety of methodologies providing the breadth of a liberal education.

Students admitted to the program and their advisers will then derive from the general study plan a specific plan of study for the first year of participation and a tentative outline for the second. Decisions regarding the method of evaluation and the credit value of courses and projects also will be made at this time. The student is expected to pursue courses and independent study projects which contribute to the achievement of the objectives stated in the general study plan. These may include regular courses and seminars, but presumably a signigicant portion of a student's time will be devoted to self-directed independent study projects (including laboratory research, directed reading, tutorials, and internship projects).

## LEAVES OF ABSENCE

A student who wishes to be on leave of absence may request from the Dean of Student Affairs a leave for a minimum of one-half an academic year and a maximum of one academic year. It may be renewed on application. Academic dismissal will cancel a leave of absence already approved, and a student on leave will be allowed to return without further review of status if at the time of return he or she is in good standing according to the standards then in force. Credit to be transferred must be approved by the student's adviser and by the Registrar.

Any financial deposit or financial aid deadlines which apply to students currently enrolled apply as well to students on leaves of absence.

A student who wishes to enroll in another institution in January and/or February may apply for a program leave, as may a student who wishes to enroll during the fall and spring terms for one course at another institution while being fully registered at Lake Forest for that term. If approved by the student's adviser, the program will be checked with the Registrar to assure transferability of the work. If the work is satisfactorily completed and the credits transferred to Lake Forest College, the student will be reimbursed the cost of the tuition at the other institution up to the cost of tuition at Lake Forest College for the same period.

## LFC SUMMER SESSION

Schedules and registration forms for the LFC summer term may be obtained in the Registrar's Office. Independent study during the summer is restricted to internships. Other independent studies will be approved only in *very* exceptional

cases, and only if it can be demonstrated that a student's academic program makes that work a necessity.

MAJOR FIELD, REQUIREMENTS

Toward the close of the freshman year the candidate for the degree of Bachelor of Arts is asked to select a departmental major or, as an alternative, to choose an interdisciplinary major. The departmental majors, the interdisciplinary majors and the course requirements for a major are:

**ART HISTORY**

| | |
|---|---|
| Art 110 | Introduction to the Visual Arts |
| Art 130 | Studio Art: Elements of Design (Required but not counted toward major) |

Seven additional courses in Art History
Art 110 is a pre-requisite for all advanced courses in Art History
Art 130 is a pre-requisite for all other studio courses except Art 131, 132, and 240.

**BIOLOGY**

Eight courses in the department which must include:
One course from the following: 240, 241, 242, 245, 260, 261, 340, 345
One course from the following: 250, 252, 255, 260, 261, 356
Three courses from the following: 300, 335, 338, 340, 345, 352, 356, 360, 430, 480

| | |
|---|---|
| Chemistry 110 | Atoms, Molecules, and Matter |
| Chemistry 111 | Chemical Equilibrium |

**CHEMISTRY**

| | |
|---|---|
| Chemistry 110 | Atoms, Molecules, and Matter |
| Chemistry 111 | Chemical Equilibruim |
| Chemistry 112 | Rates, Energy, and Analysis |
| Chemistry 220 | Structure and Function of Organic Molecules |
| Chemistry 221 | Organic Reactions and Structural Analysis |
| Chemistry 320 | Chemical Thermodynamics and Equilibrium |
| Chemistry 321 | Chemical Dynamics |

In addition, Mathematics 110, 111, and Physics 120, 122 are required.
A reading knowledge of German is recommended.

**ECONOMICS**

| | |
|---|---|
| Economics 110 | Principles of Economics |
| Economics 210 | Price Theory |
| Economics 220 | Macroeconomics |

Any five additional courses *above* 200 (Economics 310 and 320 are strongly recommended)
Economics 130 and 131 are not credited to the major.

**ENGLISH**

| | |
|---|---|
| English 200 | Masterpieces of Literature: Ancient and Medieval |
| English 201 | The English Tradition: Renaissance and Neo-Classical |



One course from the following: 300, 301, 302, 303, 400
One course from the following: 304, 305, 306, 307
English 484 Theory of Literature
English 104 is a pre-requisite for all advanced courses for English majors, but does not count toward the major.
Special topic courses (206, 207, 311, 380, 400, 485) may be counted only once toward the minimum requirement of eight courses.

**FRENCH LANGUAGE**

211, or 212; 280; 290; 330; 340; 350, 360, or 370; 410 or 440 (plus elective)
Linguistics 201; 202
210 level in another foreign language

**FRENCH LITERATURE MAJOR**

211 or 212; 280; 290; 410 or 440; and any four courses in French literature numbered 300 and above
One course in comparative literature
Recommended: one course of European History; French 340

**GERMAN LANGUAGE**

212; 230; 370; 385; 400; 410; or 440 (plus electives)
Linguistics 201
210 level in another foreign language

**GERMAN LITERATURE**

212; 230; 410 or 440; and any five courses in German literature numbered 300 and above
One course in comparative literature
Recommended: one course of European History; German 200; 201

**HISTORY**

Three of the four following courses: History 110, 111, 120, 121
An additional course outside the area of modern European or American History
One course numbered in the 200's
History 380-81 (History Term)
At least one additional course at the 300 level

**MATHEMATICS**

| | |
|---|---|
| Mathematics 110, 111 | Calculus |
| Mathematics 210, 211, 212 | Linear Algebra and Multivariable Calculus (or in the Honors sequence–Mathematics 115, 116, 117 and Mathematics 216, 217) |
| Mathematics 330, 331 | Algebra |

One additional course numbered 300 or above
Two course sequence outside of mathematics in which math is used as a tool. The courses chosen must be approved by the department.
A reading knowledge of one foreign language is strongly recommeneded.

**MUSIC**

| | |
|---|---|
| Music 110 | Introduction to Music Literature |
| Music 150, 151 | Music Theory |
| Music 152 | Form and Analysis |
| Music 230 | Counterpoint |
| Music 250, 251 | Music in the Classic and Romantic Era |
| Music 340 | Music in the Baroque Period |
| Music 341 | Twentieth Century Music |

One year of applied music is required and experience in choral or instrumental ensembles is recommended.
Music 110 is a pre-requisite for advanced music history courses.
Music 116 and 117 do not count towards the major.

**PHILOSOPHY**

| | |
|---|---|
| Philosophy 211 | Ancient Greek Philosophy |
| Philosophy 212 | Rationalism and Empiricism |
| Philosophy 213 | Continental Philosophy: Hegel to Bergson |
| Philosophy 310 or 320 | Modern English Philosophy or Phenomenology and Existentialism |

**PHYSICS**

| | |
|---|---|
| Physics 120, 121, 122 | General Physics |
| Physics 210 | Atomic and Nuclear Physics |

**POLITICS** (detailed requirements available in Donnelley Room 3)

| | |
|---|---|
| Politics 110 | Introduction to Politics |
| Politics 120 | American Political Institutions |

Six advanced courses, including one from each of the following fields and from these courses:
American Politics: Politics 220, 221, 222, 223
Public Law: 360, 365
Comparative Politics: 210, 211, 212, 214, 313
International Relations: 340, 345
Political Theory: 250, 350, 357, 358

**PSYCHOLOGY**

| | |
|---|---|
| Psychology 220 | Conceptual and Quantitative Foundations of Psychology |
| Psychology 310 | Basic Processes: Perception and Cognitive Development |
| Psychology 320 | Basic Processes: Learning |

The following courses are strongly recommended for students planning to undertake graduate study in Psychology: 370, 371, 410, 420

**SOCIOLOGY AND ANTHROPOLOGY**

| | |
|---|---|
| Soc. & Anth. 110 | Human Societies |
| Soc. & Anth. 210 | Principles of Social Organization |
| Soc. & Anth. 310 | Social Research: Design |
| Soc. & Anth. 320 | Social Research: Techniques |
| Soc. & Anth. 410 | Social Explanation and Theory |

A research paper to be completed in the junior or senior year.



A course in statistics is strongly recommended for students intending to go to graduate school.

**SPANISH LANGUAGE**
211 or 212; 280 and 290 or 310 and 320; 330; 340; one Spanish literature course numbered 300 and above; 410 or 440 (plus elective)
Linguistics 201; 202
210 level in another foreign language

**SPANISH LITERATURE**
211 or 212; 280; 290; 310; 320; 410 or 440; and any two courses in Spanish literature numbered 300 and above
One course in comparative literature
Recommended: one course of European History; two courses of Latin American History; Spanish 340

## INTERDISCIPLINARY MAJORS

**AMERICAN STUDIES**

| | |
|---|---|
| American Studies 210 | Introduction to American Studies |
| History 365 | American Thought |
| American Studies 480 | Seminar |

A course in American Politics
An additional course in American History
A course in American Literature
A course in American Music or American Art
Five additional courses to be selected by the student with the approval of his advisers from a list of courses with an American emphasis.

**AREA STUDIES** See Mr. Van Hoey
The student's work centers around three major papers. These are in-depth studies on three fields of emphasis out of the following: Arts and Literature, History, Social Structure, and Political Life.

**African Studies** This particular choice in Area Studies has the following course requirements:

| | |
|---|---|
| History 240 | Intro to African Politics and Society |
| Intro to African Politics and Society | |
| Politics 313 | Government and Politics of Sub-Saharan Africa |
| Soc. & Anth. 120 | Kinship |
| Soc. & Anth. 210 | Principles of Social Organization |
| Politics 413 | Seminar on Modern Africa |

Three electives taken from the departments of History, Politics, Sociology and Anthropology, or a revelant foreign language department.

**BEHAVIORAL SCIENCE**
Program to be designed in consultation with the committee; includes a course in

scientific method (Psychology 220 or Soc. & Anth. 310). A course in statistics is strongly recommended. Written plan of study and yearly progress reports required.

**COMPARATIVE LITERATURE** See Mr. Bennett

**ENVIRONMENTAL STUDIES**

Biology 130, 160; Chemistry 110, 111, 112; Economics 110; Mathematics 150 or Economics 230; Mathematics 170; Politics (to be determined)

At least four of the following: Biology 232, 245, 250, 252, 260, 261, 356; Chemistry 220, 221, 300; Economics 240; Soc. & Anth. 340

**HEALTH SCIENCES** See Mr. Giere

**HUMANISTIC INQUIRY** See Mr. Grossman

**INTERNATIONAL RELATIONS**

| | |
|---|---|
| Economics 110 | Principles of Economics |
| Politics 110 | Introduction to Politics |
| Politics 340 | World Politics |
| Politics 345 | Peace Research and World Order |
| History 111, 213, *or* 120, 121 | Modern Europe and Twentieth Century Europe *or* Foundations of American Republic and Modern America |
| Soc. & Anth. 110 *or* Psychology 110 | Human Societies *or* Survey of Psychology |

A foreign language through the 211 course

| | |
|---|---|
| Int. Rel. 480 | Seminar |

Four additional courses to be selected in consultation with the committee.

**LOCAL AND REGIONAL STUDIES**

Economics 240; Economics 230 or Mathematics 150; History 263; Politics 223; Soc. & Anth. 310, 330, 340; two internships; independent study; Local and Regional Studies seminar.

The following are recommended: Art 222; Economics 330; History 176, 268; Mathematics 170; Psychology 240, 430; Soc. & Anth. 201; Local and Regional Studies courses to be specified later.

**SCIENTIFIC INQUIRY** See Mr. Shively

NON-MAJOR STUDY

In addition to departmental and interdisciplinary majors, the Black Studies program, the Women's Studies sequence, and courses in Western Civilization are are available to interested students. These sequences, however, do not lead to a major.

MID-TERM GRADES

During the year, freshmen receive mid-term grade reports for each term. P



indicates passing, F, indicaties failing, Y indicates borderline pass or fail and I indicates incomplete.

Students receiving a delinquent grade should make an appointment to meet with their adviser within a week after receiving the grade report.

If, however, students are passing in all their course work at the time of grade notification, they are still encouraged to meet with their adviser should they wish to discuss any aspect of their College career with the adviser.

**OFF-CAMPUS PROGRAMS**

Especially during their junior year students may live and study abroad through one of the college's Term Abroad programs. Each of these programs is limited to one academic term, is planned and directed by members of the Lake Forest College Faculty. Since the classes abroad are a regular part of the academic schedule of the college, credit is given by Lake Forest.

*Off-campus programs* planned for this year are:

Winter term:
- Term in America
- Marine Biology Trip

Spring term:
- Term in Greece
- Possibly a Term in London

In the 1976-77 year, a Fall Term in Mexico, and if it is not ready for spring term, a Term in London are expected to be added to the program.

*Application procedures:*

A student becomes a participant in one of the off-campus programs of Lake Forest College upon acceptance by the department or the supervisory committee appropriate to the particular program, with the concurrence of the Director of Off-Campus Programs. Major considerations in determing admissibility to a program are:

evidence of academic motivation and promise of adequate academic work;

usually an average of B- or better will be expected;

reason to believe that the student will benefit from the particular program; the applicant's major interests and the reasons given for wanting to join the program are important considerations;

assurance that the applicant has the maturity to live abroad under the conditions of the program, and will be a contributing member of the group; because of the size of the group and the demands made on students in it, each member is important; a single "problem" student can disrupt a program, reducing its value for all other participants.

If the group of applicants is larger than the number who can be admitted, preference will be given to majors and to upperclassmen. Freshmen and last-term seniors are ineligible.

Each applicant must present the following:

A completed application form, including parental signature*
A medical report*
A deposit of $250 (make check payable to Lake Forest College; if student withdraws, $50 is non-refundable; and the remaining $200 is refundable only if his/her place can be filled)

The admitting committee will also consult the academic record at the school where the student is presently enrolled, and seek the opinion of the Dean of the Faculty and possibly others.

Students at other institutions must also supply:

An official transcript
A recommendation from a faculty member*

All parts of the application listed above are due at the deadline. If payment of the deposit involves a real hardship, the applicant may make special arrangement with the Director of Off-Campus Programs. No applicant will be accepted into the program until all the conditions are met.

Deadlines are as follows:

| *Term of the Program* | *Due Date* | *Absolute Deadline* |
|---|---|---|
| Fall | May 1 | June 1 |
| Winter | September 15 | October 1 |
| Spring | November 1 | November 15 |

Applications should be submitted in full before the due date. Completed applications will be evaluated as they come in; decisions on late applications will thus be the last to be made. After the absolute deadline no additional applications will be considered.

Cost of participating in a program includes:

Tuition at the regular Lake Forest College rate
Small student activity fee
Travel to and from the location of the program
In some cases an excursion fee for field trips
Lodging and meals
Books and incidentals, including individual travel

*The forms marked with an asterick above may be obtained from the Office of Off-Campus Programs, 101 Reid Hall, Lake Forest College, Lake Forest, Il 60045.



*There are many overseas programs* to which students may apply individually. The Office of Off-Campus Programs is building a *file of information* for interested students to consult. Eventually the office hopes to have enough knowledge of various programs to offer specific advice. The file is available now; students may read overseas program literature *in the office*. (Students may not take literature from the office.) Or, they may consult the Director of Off-Campus Programs.

Also see ACM programs.

## PLACEMENT IN FOREIGN LANGUAGE

Students interested in continuing a language started in secondary school will be placed in the appropriate level courses on the basis of interviews with the Foreign Language Department faculty. Subsequent placement tests may be required of some students. As a guide, students generally may assume that each each of secondary school study of a language should qualify them to by-pass one term of the study of that change to a language. If the appropriate level course is not available during the fall term, it will be offered during the winter or spring term.

## READMISSION

Students applying for readmission need to reapply formally through the Admissions Office. Students should write to the Admissions Office, describing what they have been doing while away from campus and the date that they hope to return. When students are readmitted, they are placed on a waiting list for housing. Students are eligible for readmission six calendar months from the time of academic dismissal. No readmission is given to persons dismissed twice for academic reasons. In cases of dismissal for discipline reasons, eligibility for readmission is stated at the time of dismissal.

## RECORDS OF ACADEMIC WORK

The Registrar's Office maintains a permanent transcript, for each student, on which are recorded the courses a student enrolled in, his grades, credits, etc.

## REGISTRATION

Each spring students enrolled in the College register for the next academic year. New students choose their courses during the summer preceding their entrance to the College. Registration is completed on designated registration days in September. Necessary changes in registration may be made on forms obtained in the Office of the Registrar. The original of this form must be signed by the student's adviser and may also require the approval of the Dean of the Faculty. The change is not official until the form is returned to the Registrar. A fee of $3 is charged for changes made after classes begin.

Withdrawal from a course is regarded as a change in registration and is handled in the same manner. Failure in the course will be recorded for those who do not comply with this regulation. Except in unusual circumstances and for reasons beyond control, a student may not withdraw from a course or register in a new

course after the end of the first week of the term (three days for January and February courses).

Normally, students who are degree candidates are expected to register for a full program of courses unless approval is obtained in advance for a reduced load. Circumstances such as household duties, a heavy outside work load, poor health, or inadequate preparation will be considerations for which approval may be granted.

The College will continue its policy of giving returning students first chance at class space available. At the same time, in an effort to be fair with new students who have paid $100 deposits as evidence of their intention to enroll at Lake Forest College, we will again ask for a deposit from students who wish to take advantage of the opportunities offered by pre-registration.

Students returning to the College may still register in the fall, but course preference will be given to returning students only at the time of pre-registration.

Pre-registration should be completed before the end of spring term. Students who have pre-registered by this date will be given first priority in classes for the coming year. However, registrations will be accepted until the school closes for the term. After that date students must register in the fall after all new students have registered.

For students who can provide evidence that they simply cannot arrange the $100 deposit, a "Statement of Intent" will be available. The "Statement of Intent" is a temporary substitute for the cash deposit. It is valid only until July 15. By that date, the cash deposit must be sent in. (This provides opportunity to use early summer earnings for this purpose.) It will be necessary to cancel the pre-registration of any student who has signed a "Statement of Intent" but fails to make the pre-registration deposit by July 15.

Students who may use the "Statement of Intent":

a. *Students receiving Financial Aid and whose expected parental contribution shown on the 1975-76 Award Certificate is $1000 or less.* This "Statement of Intent" may be secured directly from Mr. Gordon White in the Office of Financial Aid. (Note: Any student receiving Financial Aid as an independent student is considered in this category.) Award Certificates have been sent to applicants for Financial Aid who met the required deadline.

b. *Students whose parental expectation is greater than $1000 or who are not recipients of aid, but for whom extenuating circumstances preclude payment of the deposit by either their parents or themselves.* Dean Byers may issue a "Statement of Intent" after considering each case individually. A request for "Statement of Intent" will be honored only rarely, and only after correspondence from parents and upon proof that the student has attempted to earn the deposit through part-time employment.

Any student making the pre-registration deposit who subsequently decides to withdraw from the College will have the deposit refunded in full if the Office of the Dean of Student Affairs is notified *in writing* prior to July 15, 1975. Any withdrawal after that date will result in a forfeiture of the deposit.

In past years, most students who registered in the spring have been able to enroll in the courses they requested. If classes are filled during pre-registration,



students who have registered by May 30 will be notified before the end of the term so that they can revise their registrations. Students registering after May 30 will receive notices during the summer in case their classes are filled. When changes are made in the course schedule during the summer, students will be notified at home if these changes necessitate a revision in their fall term schedule.

In order to provide the fairest selection of classes as well as the most appropriate planning for use of both classrooms and faculty, students should be aware of the following conditions:

1. All students, except seniors who need fewer than 8 courses to graduate, must register for the entire year, or their pre-registration will not be accepted, and

2. It is the responsibility of the *pre*-registered student to make certain the balance listed on the billing statement, to be mailed by mid-August, is paid by the deadline set by the Business Office. If this balance is not paid, the *pre*-registration will be *cancelled*. Students on a course waiting list or any readmitted or newly admitted student will then be given the opportunity of enrolling in all available courses.

Any pre-registration that is cancelled will result in a $25 reinstiatement fee being charged. It should be noted this fee *does not* entitle the affected student to enroll in the courses previously scheduled, but rather to register for those courses available.

Pre-registered students whose bill is paid in full by the date established by the Business Office will receive their final course schedules via their Commons mailboxes. All other returning students will report directly to Donnelley Library during the registration period in the fall. Pre-registered students may make course changes during this registration period.

Pre-registration materials are sent to students away on the College's foreign programs.

## COURSE AUDITING

Students who wish to acquaint themselves with a subject without receiving credit may audit courses, with the permission of the instructor. Auditors are not subject to the requirements of the course, but their participation in the course should be serious. Full-time students need pay no audit fee; for part-time students the charge is $100. per course. Examination for course credit will not be permitted in an audited course.

## COURSE CARDS

Instructions for filling out the course cards appear on the cards. A different color is used for each term. Additional cards may be obtained at the Registrar's Office.

## CHANGES IN REGISTRATION

Any course change in schedule must be made through the Registrar's Office

and approved by the student's adviser. Three dollars is charged for each change made after classes begin in any term.

A student may not enter any course after the first week in a term. A student may not withdraw from a course after the first week of a term except for reasons of emergency, approved by the Dean of the Faculty. W/F (failure) will be recorded if withdrawal is not approved by the Dean of the Faculty.

A fourth course may be added upon approval of the student's advisor.

Courses may be added after the deadline upon approval of the Dean of the Faculty, the instructor involved, and the student's adviser.

*All* registration forms must be signed by the student's advisor.

## PRIOR TO THE OPENING OF COLLEGE IN SEPTEMBER

Information regarding the opening of College in the fall will be sent to each pre-registered student at home by September 1. A statement of charges for 1975-76 and a bill for fall term will be mailed before August 15.

A student who has pre-registered for the fall term and finds it necessary to change one or more courses may do so on registration day in September.

If there are any questions about the present registration procedure or the enclosed information, please report to the Office of the Registrar.

## REQUIREMENTS FOR GRADUATION

A total of 32 courses is required for graduation. A minimum of 8 courses is required for each major (*a maximum of 15 is permitted*). Each major department may specify certain courses that must be included in the major. A listing of these specified courses is included in the registration folder. Check carefully to see that you are meeting your major requirements and that *you do not exceed the maximum number of courses allowed in your major*. The figures which appear on the copy of your academic record indicate the total number of courses and the number of courses in the major field which will be completed by June 1975 assuming that all work in progress is completed satisfactorily. In some instances the 8 course minimum in a major field will have to be exceeded in order to satisfy all of the specified courses.

## RETAKING COURSES

Repetition of a course will not remove the original grade, but both grades will be recorded. The College does not compute grade point average except for students applying for graduation with honors, in which case any grade points earned in the original attempt will be replaced by those earned in the second attempt. Students earn academic credits only when the first grade was failing and the second grade is passing. A course in which a passing grade was received may not be repeated for additional credit. Permission to retake a course must be approved by the student's adviser. The College does not attempt to evaluate retaken course work. The evaluation is left to other institutions which the student may attend.

## TRANSCRIPTS

Every student is entitled, without charge, to one certified copy of his College



record. The Registrar's Office charges $1.00 for each additional official transcript requested. Students must clear financial obligations with the Business Office before transcripts will be released. Forms are available at the Registrar's Office for transcript requests. A period of a week should be allowed for filling the request. Official transcripts are released only upon authorization of individual students or alumni.

## TRANSFER OF CREDITS

An official transcript from the issuing institution must be made available to the Registrar's Office before any acadmeic work done elsewhere may be accepted for Lake Forest College credit.

The College is most likely to recognize a course taken at another accredited institution if Lake Forest offers a comparable course. Also courses at other accredited institutions which are in the Liberal Arts tradition, but do not have comparable conterparts at Lake Forest, may be granted credit. LFC students are requested to receive prior approval from the College before taking course work at other colleges. The Registrar evaluates transcripts for LFC course credit. However, students may appeal decisions to the Academic Appeals Board.

## TUITION CHARGES *(SEE COLLEGE BULLETIN)*

## WITHDRAWAL

A student who finds it necessary to withdraw from the College must confer with the Office of the Dean of Student Affairs and file a withdrawal form. Failure in courses will be recorded for a student who does not withdraw in this manner. Rules governing refunds to students who withdraw are discussed in the section, College Expenses in the College Bulletin.

## SECTION II

### Campus Services and Counseling

Lake Forest maintains various student services for the educational and personal benefit of students.

**ADMINISTRATION OFFICES AND OFFICIALS**

OFFICE OF THE PRESIDENT

Eugene Hotchkiss III–2nd Floor North Hall
President

The President's office maintains regular college hours. In the past, the President has held informal talk sessions on Friday afternoons in Commonplace. At other times, an appointment may be necessary in order to see the President. In the President's absence, his secretary will refer inquiries promptly to the appropriate person.

OFFICE OF ACADEMIC AFFAIRS

Friedhelm K. Radandt–2nd Floor North Hall
Dean of the Faculty

The Dean oversees all academic programs at the College, In addition, the Dean periodically reviews the academic records of every student and notifies students of their progress towards obtaining a degree.

READING AND WRITING SKILLS PROGRAM

Russ Richardson–Reid Hall
Barbara Guenther–Composition Adviser–Reid Hall
Denis Johnson–Creative Writing & English Lecturer

Lake Forest offers a program open to all students to assist them in developing the following skills: paperwriting techniques, reading comprehension, and study habits and methods. In addition, advanced instruction is offered in creative writing.

OFFICE OF CONTINUING EDUCATION

Lila Lederman–1st Floor North Hall

The Continuing Education Office handles evening course work, specifically designed for members of the community.

OFFICE OF PUBLIC AFFAIRS

The Office of Public Affairs is located on the third floor of North Hall. It includes the Development Office, the Alumni Office and Information Services. The Development Office does the fund raising for the college, and Alumni Office organizes activities to maintain relations with past graduates of the college. Information Services is responsible for the publication of *Spectrum* and provides news, feature and sports information to the media. The Vice President for Public Affairs is Terry Gibson.

OFFICE OF BUSINESS AND FINANCE

Ted Carlus–1st Floor North Hall
Business Manager



The Business Manager's Office is responsible for all internal accounting, budget, accounting for special funds, government grants, and much more.

CHECK CASHING–Cashier 1st Floor North Hall

Students can cash checks up to $20 and can also pay their bills at the cashiers window. A person may only cash one personal check per day and the cashier cannot cash checks issued by the school regardless of amount. Also, students forfeit the right to cash their personal checks if two of their checks are returned. In addition, many students pass time by reading the home-spun homilies attached to the cashiers window. Stamps and postcards may also be purchased from the cashier.

PRINT SHOP

Bill Breining–Annex of College Hall
Manager

The Print Shop produces everything fit to print for campus consumption. Charges are posted. Supplies include poster boards and paper of various sizes and colors.

PURCHASING AND ACCOUNTS PAYABLE

North Hall

Accounts Payable handles all requisitions and payments for College expenditures. They also handle reimbursements for College expenses to faculty, staff, and students.

Purchasing handles all purchase orders for materials and supplies as requisitioned by the various departments and offices of the College.

SECURITY

Don Craft–Annex of College Hall

Security officials patrol the campus round the clock, examining buildings and grounds for fire hazards, unlocked doors, and prowlers.

The Director of the Security Office is responsible for traffic safety, vechicle registration, investigation of thefts, liasion with municipal police and fire departments, and documenting matters which are referred to the Office of Student Affairs and the Judicial Board. Students should report immediately any crime or suspicious occurence to the security office.

PERSONNEL AND CONFERENCES

Peggy Savosik–North Hall 103
Director

BOOKSTORE

Hours: 8:00-4:00 Commons

The College Bookstore carries paperbacks, some art supplies, school supplies, textbooks, and newspapers. The Bookstore is self-service and students may write checks for a maximum of five dollars above the cost of their order. Students must pay a dollar deposit on all special orders. Unaltered books may be returned for a full refund if the student has a drop slip and a receipt. The Bookstore will buy back a book for 50% of what the student paid for it, if the book is needed for the next term. Books may be sold at the end of each term. A wholesale price catalogue is available in the bookstore for price reference.

## PHYSICAL PLANT

Al Zabor–Physical Plant Building
Director

The Physical Plant is responsible for operations and maintenance of campus buildings and grounds. The reponsibilities include housekeeping, boiler plant, warehouse-receiving, groundskeeping, motor pool, trucking, and maintenance. Work operations include painting, electrical, plumbing, locks, and carpentry. The Housekeeping operations involve custodians and maids.

## POST OFFICE

Annex of College Hall

The services of an official post office are available at this campus office.

## OFFICE OF THE DEAN OF STUDENT AFFAIRS

David Byers, Dean – Basement of College Hall
Eric Riedel, Associate Dean
Pat Heaston, Associate Dean

"How to enable students to make life at Lake Forest most productive and enjoyable . . . academically, socially, athletically?" That is one of the questions the Deans of Student Affairs pose for themselves.

The Dean of Student Affairs office seeks to serve students, but the Deans also expect and encourage student responsibility for the student's own productive growth. It is a team, cooperative effort between the students and the Deans, or it is a useless and generally unhappy effort. So let everyone work together for the benefit of all.

Here is a listing of some of the areas of responsibility that the present Dean's Staff has undertaken for itself. The Deans share among themselves some of these responsibilities and they depend upon students to do likewise. The list includes: International Students, Women's Studies, Campus Activities, Staff Training, Conduct and Discipline, In-House Advising, Student Loans, Black Students, College Council, College Life, Residential Life, Office Administration, General Counseling, Exit Interviews (Leaves of Absences, etc.)

## OFFICE OF ADMISSIONS

Spike Gummere, Director
Dick Leighninger, Assist. Director
Sally Leigninger, Assist. Director
David Recht, Assist. Director
Patterson Lodge

The Admissions staff at Lake Forest encourages the participation of students, faculty, and staff in the admissions process, since it is vital that prospective students experience as much of campus life as possible. The Admissions staff is available to answer questions about the College, arrange for tours, and to help students plan for college. LFC students, staff, and faculty are encouraged to contact the Admissions Office with names of prospective students.

## OFFICE OF THE REGISTRAR

Ruthane Bopp–2nd Floor North Hall

This office handles course registration, course information, and transcripts.



## OFFICE OF FINANCIAL AID

Gordon White–2nd Floor North Hall
Director and Assistant to the President

The primary function of the Office of Financial Aid is to assist students in fulfilling their financial obligations to the College. The Office handles campus employment with financial aid recipients receiving first consideration for job opportunities, although a number of students not on financial aid do participate in campus employment. Financial Awards are issued to students whose Parents' Confidential Statement indicate a need for assistance. The Office staff is available to all students for assistance in their financial planning for college.

## COMPUTER SERVICES CENTER

David Cochran–Basement of College Hall
Director
Hours: 8:30 a.m.-12:00 noon 1:00p.m.-5:00 p.m.
Monday through Friday except holidays

## PHYSICAL EDUCATION AND ATHLETICS

Sports Center

The Physical Education department offers a wide variety of non-credit courses. The athletic program is designed to serve student needs and interests on four levels: varsity intercollegiate athletics, intramurals, physical education, and recreational activities.

## CAREER COUNSELING AND PLACEMENT

Virginia Coplan, Co-director
Carole Wilk, Co-director
Basement of College Hall

The Office of Career Counseling and Placement seeks to help students discover and develop career objectives through, resource materials, interviews, and varied internship programs. The Office also assists students in job, graduate, and professional school placement. Students are encouraged to contact the office for more information on career planning resources, on-campus recruitment, employment examinations, summer programs, and graduate school placement and testing. Students should also consult with faculty members on graduate school opportunities.

## RESIDENT ADVISING SERVICES

Each dorm has one or two Resident Assistants (R.A.'s). The R.A.'s provide information and advice, assist with problems, share in the organization of activities, and bridge the gap between the administration and the students. R.A.'s should be consulted about both personal and maintenance problems.

Freshmen counselors serve in an advisory capacity to freshmen students.

Head Residents supervise the R.A.'s and freshmen counselors in their dorms. The primary responsibility for a head resident is the general administration of the assigned dormitory.

## SECTION III

## JUDICIAL SYSTEM

The policy of the college is to impose as few rules as possible. But as in any community, certain rules and regulations are necessary for the orderly operation of the community and the welfare and protection of individuals in the community.

### DRUG REGULATIONS

#### PREAMBLE

In formulating the Drug Regulations to be recommended to the administration, the College Life Committee meeting during the fall of 1971 expressed two primary concerns: one for the health and safety of the student; the other for the maintenance of an atmosphere appropriate to an academic institution.

The regulations affecting the private use of drugs place primary responsibility on the student for the conduct of his own affairs. The College will seek to arrange confidential, professional counseling for students with drug abuse problems; the primary interest in such cases will be therapeutic, not punitive.

The Committee expressed particular concern with the threat to student health which is presented by drugs with a high potential for abuse and with trafficking in those drugs. Such drugs are dangerous to the individual and also invite danger to the college community from a wide variety of off-campus sources: addicts, drug dealers (better known as pushers), and even civil authorities. The College Life Committee expressed the belief that students can and should police themselves in such a way as to make college action in this area unnecessary. Particularly, it was expected that students would see that the dealer (pusher) in hard drugs was a serious threat to themselves and to others, and would act accordingly to stop the actions of such persons on campus.

Concern was expressed about the possible use of "informers" to enforce the regulations. The College does not, and shall not, make use of persons, whether students or not, specifically assigned to the task of discovering violations of these regulations in a covert role. Only if there is clear evidence of student trafficking in *hard* drugs, and the students and the College have been unable to solve the problem, will alteration of the ban on "informers" be considered. Any change in this policy shall be publicly announced; the authority to change the policy rests with the President, who will consult with the College Life Committee prior to his public decision.

#### DRUG REGULATIONS

(The College reminds each student of Federal and State laws concerning possession, use, sale, or distribution of illegal drugs. Summaries of applicable State Laws are posted in the Dean of Student Affair's Office. Check the Revised Illinois State Statutes in Donnelley Library.)

1. The public use of any illegal drugs will subject the user to established College disciplinary procedures, with the possible penalty ranging up to and including dismissal from College.



2. Sale or distribution of illegal drugs, or the possession of illegal drugs in quantities such as to suggest trafficking, will subject students to established College disciplinary procedures. The prescribed penalties for sale or distribution shall be as follows:
   a. The sale or distribution of so-called "hard" and/or addictive drugs, including but not limited to heroin, other opiates, cocaine, and methedrine crystal, shall be grounds for immediate expulsion from College. (Hallucinogens of high-abuse potential, including LSD, shall be considered under this category as well.)
   b. The sale or trafficking in any illegal drugs shall be cause for action up to and including dismissal from College.

3. In recognition of the College's special responsibility to the wider comminity, the sale or distribution of any illegal drug to anyone outside the college community shall result in immediate expulsion from College.

4. A student whose drug use threatens severe personal, psychological or physical harm, substantially impairs his or her ability to perform in the academic program, or is substantially deleterious to the general life of the College, and who is unwilling to accept counseling, may be requested to withdraw from the College; in such instances, the student may exercise the right of appeal through established college procedures.

5. Being under the influence of drugs shall in no way be considered an excuse for disorderly or disruptive conduct, which shall be subject to the usual disciplinary sanctions.

ALCOHOLIC BEVERAGE REGULATIONS (city laws regarding alcoholic beverages are available in the Dean of Student Affair's Office. Under Illinois State Law, persons between the ages of 19 and 21 are only allowed to purchase beer and wine beverages. Persons 21 years of age or older are allowed to purchase any type of alcoholic beverage.

1. Possession or consumption of alcoholic beverages is prohibited in all academic buildings, McCormick Auditorium, the Commons, the Sports Center, and the Hockey Rink. The only exception to this rule will be in case of functions at which persons under legal age will not be served and which are specifically approved by the Office of the Dean of Student Affairs or by another appropriate administrative officer.

2. The College reserves the right to regulate consumption of alcoholic beverages at public functions.

3. Being under the influence of alcohol shall in no way be considered an excuse for disorderly or disruptive conduct, which shall be subject to the usual disciplinary sanctions, as defined in the College Handbook.

4. The college allows the drinking of alcoholic beverages only in the individual rooms and lounges of residence halls and within the college Pub.

suspension from the College; such actions include the obstruction or disruption of teaching, research, administration, judicial procedures, as well as behavior which interferes in any way with the free speech of any person or the rights of access to college facilities for any member of the college community.

3. Theft of or intentional damage to property of the College, or any member of the community. (Accidental damage cases will be handled administratively.)

4. Unauthorized entry to or use of College facilities.

5. Forgery, alteration, or misuse of College documents, records or identification.

6. Knowingly furnishing false information to College officials.

7. Violation of College regulations pertaining to alcohol, narcotics or (illegal) drugs; possession, distribution.

8. Violation of laws or College regulations pertaining to firearms, incendiaries, explosives, or other dangerous items.

9. Failure to comply with direction of College officials acting appropriately in the performance of their duties; refusal to present a college identification card to any official of the College.

10. Perjury. Perjury is defined as false witness before the Conduct Board. By action of the faculty, cases of academic dishonesty are under the jurisdiction of the Academic Appeals Board.

B. **Student on Leaves:**

Lake Forest students on leaves of absences may lose their rights to return to the college by action of the Conduct Board (upon recommendation to the President) after a hearing concerning an alleged violation of a college regulation. In such a case, this sanction is to be considered equivalent to expulsion of a student enrolled in the college.

C. **Deferral of Cases:**

The Conduct Board shall decide whether any case arising during the last week of classes or later in any semester or during the summer sessions can be handled promptly by regular judicial procedures or can be fairly deferred until the next semester. If the Conduct Board declines or is unable to hear the case because of the above difficulties the case shall immediately come under the jurisdiction of the College Council. When jurisdiction over a case falls to the College Council, that group shall act to establish a hearing board or shall conduct its own hearing under



procedures which provide the student the same protections afforded by Conduct Board procedures.

D. **Ambiguities:**

Ambiguities in this constitution shall be interpreted and resolved by the Dean of Student Affairs. The Conduct Board is then authorized to operate on the basis on that interpretation. The Dean must submit all interpretations to the next meeting of the College Life Committee and the College Council for confirmation. These groups, with the President of the College, are also authorized to clarify the ambiguity by amendment.

E. **The President's Jurisdiction:**

Penalties of suspension and expulsion are recommendations to the President of the College who alone has the power to suspend or expel a student. In all penalties the President retains the discretion of executive privilege including the power to pardon and grant clemency.

The President retains each and every privilege of executive authority including the power to suspend temporarily a student from the college pending action of civil or college authorities if his or her behavior or the behavior he or she is accused of indicates a threat to the safety and well-being of the college community or any member of the community.

## IV. COMPLAINTS

Any person or persons who has a complaint which might lead to judicial action should bring it immediately to the attention of a member of the Committee on Dispositions. It is the function of this committee to decide how the investigative as well as judicial aspects of the complaint should be handled.

The complaint must be of sufficient specificity that the Committee on Dispositions can make an intelligent decision as to the competence of the school to handle the situation. The committee may decline to act until the specificity is provided.

The person cited in the complaint shall be called the respondent.

## V. COMMITTEE ON DISPOSITIONS

The purpose of the Committee on Dispositions is to hear complaints as soon as possible and to decide upon subsequent action. The committee will meet at least once a week, at which time they will consider all of the cases brought to the attention of any of them. The committee may also require any of the college personnel involved in discipline violations of the college's regulations. These persons involved include but are not limited to: the Deans, Head Residents, and Resident Assistants, as well as the judicial groups from the various living and purpose unity. This information may in turn be requested

College Pub is licensed by the City of Lake Forest and is under compliance with state laws regarding the sale of alcoholic beverages.

## REVISED JUDICIAL SYSTEM

### FOREWORD

The purpose of this constitution is to establish a judicial system appropriate for the Lake Forest College Community, for handling infraction of college regulations in as simple a way as seems consistent with the rights of all parties.

A brief overview of the judicial system follows. When a violation of college regulations is noted, all members of the college community are responsible for reporting the facts to a member of the Committee on Dispositions. That committee will review the known facts and decide on appropriate action. It may advise the complainant that no further action is possible; it may advise him or her to seek the assistance of the civil authorities; it may record the conduct as a matter of record and informally warn the student; it may refer the case to the President of the College; or it may continue the investigation. If the case is found to merit a hearing, the Committee on Dispositions will notify the Conduct Board. The Conduct Board, composed of five students and two faculty members, is designed to hear the cases. The Conduct Board may assign any authorized penalty including expulsion and suspension. The procedures of the Conduct Board are flexible and can be adapted to different situations.

Because of the seriousness of expulsion and suspension, these decisions are recommendations to the President of the College. The President retains each and every privilege of executive authority, including the power to suspend temporarily a student from the college pending a final determination of a case by college or civil authorities when he believes that the presence of that student on the campus constitutes a threat to the safety and/or well being of the college community or any of its members.

### Constitution of Judicial Procedures

#### I. PREAMBLE

This judicial constitution is established to provide just procedures in cases of alleged violations of college regulations by Lake Forest College students. These procedures implement Lake Forest College's disciplinary authority and should be distinguished from public law enforcement, which is the province of local, state and federal authorities. If alleged acts are violations of both public law and college regulations, this constitution neither requires nor precludes college jurisdiction.

Lake Forest College's judicial authority, originating in the Trustees and the President's of the College, has been delegated to the College Life Committee. This Constitution derives its authority from the President of the College and



changes in the Constitution must be approved by the College Life Committee, the College Council, and the President of the College.

#### II. STRUCTURE OF JUDICIAL GROUPS

The judicial procedures described in this constitution depend upon the operations of two different groups:

A. The Committee on Dispositions, composed of the Dean of Student Affairs as chairman, a faculty member selected by the Faculty Personnel Policies Committee and approved by the President of the College, and a student selected by the executive committee of student government and approved by the President of the College.

B. The Conduct Board, composed of five students, and two faculty members. The students shall be nominated by the executive committee of student government. Before the names are submitted to the President of the College for final approval, they should be posted for one week during which students will be urged to examine the list and make any objections known to the executive committee. The faculty members shall be selected by the Faculty Personnel Policies Committee and their names submitted to the President for final approval. One student alternate and one faculty alternate shall be selected in the same manner. The entire board (including alternates) shall elect a student chairman.

#### III. JURISDICTION

The College Life Committee's action establishing judicial procedures with jurisdiction over certain actions of Lake Forest student rests on the committee's concern with the quality of life at Lake Forest and its belief that activities outside the classroom directly affect the intellectual tone of the campus and the students' capabilities for learning. The educational goals of the college can be met only when the intellectual growth of students is accompanied by maturity and responsibility. Each student, in fact, shares the responsibility for the development and maintenance of standards which contribute to the welfare of the entire Lake Forest College comminity.

A. **Subject Matter Jurisdiction:**

Original jurisdiction over all individual or group violations of college regulations approved by the College Life Committee, which govern the behavior of students. These regulations are listed below:

1. Violence: Physical abuse of any person, or conduct which threatens or endangers the health or safety of any person, will be cause for immediate suspension from the college.

2. Campus Disorders: Participation in actions which disrupt the legitimate activities of the campus will be cause for immediate

suspension from the College; such actions include the obstruction or disruption of teaching, research, administration, judicial procedures, as well as behavior which interferes in any way with the free speech of any person or the rights of access to college facilities for any member of the college community.

3. Theft of or intentional damage to property of the College, or any member of the community. (Accidental damage cases will be handled administratively.)

4. Unauthorized entry to or use of College facilities.

5. Forgery, alteration, or misuse of College documents, records or identification.

6. Knowingly furnishing false information to College officials.

7. Violation of College regulations pertaining to alcohol, narcotics or (illegal) drugs; possession, distribution.

8. Violation of laws or College regulations pertaining to firearms, incendiaries, explosives, or other dangerous items.

9. Failure to comply with direction of College officials acting appropriately in the performance of their duties; refusal to present a college identification card to any official of the College.

10. Perjury. Perjury is defined as false witness before the Conduct Board. By action of the faculty, cases of academic dishonesty are under the jurisdiction of the Academic Appeals Board.

B. **Student on Leaves:**

Lake Forest students on leaves of absences may lose their rights to return to the college by action of the Conduct Board (upon recommendation to the President) after a hearing concerning an alleged violation of a college regulation. In such a case, this sanction is to be considered equivalent to expulsion of a student enrolled in the college.

C. **Deferral of Cases:**

The Conduct Board shall decide whether any case arising during the last week of classes or later in any semester or during the summer sessions can be handled promptly by regular judicial procedures or can be fairly deferred until the next semester. If the Conduct Board declines or is unable to hear the case because of the above difficulties the case shall immediately come under the jurisdiction of the College Council. When jurisdiction over a case falls to the College Council, that group shall act to establish a hearing board or shall conduct its own hearing under



procedures which provide the student the same protections afforded by Conduct Board procedures.

D. **Ambiguities:**

Ambiguities in this constitution shall be interpreted and resolved by the Dean of Student Affairs. The Conduct Board is then authorized to operate on the basis on that interpretation. The Dean must submit all interpretations to the next meeting of the College Life Committee and the College Council for confirmation. These groups, with the President of the College, are also authorized to clarify the ambiguity by amendment.

E. **The President's Jurisdiction:**

Penalties of suspension and expulsion are recommendations to the President of the College who alone has the power to suspend or expel a student. In all penalties the President retains the discretion of executive privilege including the power to pardon and grant clemency.

The President retains each and every privilege of executive authority including the power to suspend temporarily a student from the college pending action of civil or college authorities if his or her behavior or the behavior he or she is accused of indicates a threat to the safety and well-being of the college community or any member of the community.

## IV. COMPLAINTS

Any person or persons who has a complaint which might lead to judicial action should bring it immediately to the attention of a member of the Committee on Dispositions. It is the function of this committee to decide how the investigative as well as judicial aspects of the complaint should be handled.

The complaint must be of sufficient specificity that the Committee on Dispositions can make an intelligent decision as to the competence of the school to handle the situation. The committee may decline to act until the specificity is provided.

The person cited in the complaint shall be called the respondent.

## V. COMMITTEE ON DISPOSITIONS

The purpose of the Committee on Dispositions is to hear complaints as soon as possible and to decide upon subsequent action. The committee will meet at least once a week, at which time they will consider all of the cases brought to the attention of any of them. The committee may also require any of the college personnel involved in discipline violations of the college's regulations. These persons involved include but are not limited to: the Deans, Head Residents, and Resident Assistants, as well as the judicial groups from the various living and purpose unity. This information may in turn be requested

from the Committee on Dispositions by the Conduct Board or the President President.

Once a member of the community reports a set of facts to the Committee on Dispositons it is the responsibility of that committee to advise all parties of their rights, and courses of actions open to them. Any student will be advised of his or her right to seek the assistance of the local police. If the complainant does enlist the aid of the local authorities, the Committee on Dispositions will also seek to aid the respondent to insure that his or her rights are also protected. Once the complainant reports an alleged offense, he or she then becomes a witness to the facts when the case is brought to a hearing.

Persons may be invited to this committee's meetings at the discretion of the Dean as long as the principle of speed in dealing with the cases is preserved.

The Committee on Dispositions may appoint a Community Representative for each case likely to be heard by the Conduct Board. If the Committee on Dispositions decides that there is not potential witness or sufficient evidence to warrant pursuing the case they shall inform the complainant. Also, the Committee on Dispositions may refer a case to the President for administrative action, and it may record the conduct as a matter of record and informally warn the student. At its discretion, the Committee on Dispositions may also bring cases itself and serve as the Community Representative.

The Committee on Dispositions may replace a Community Representative who withdraws from an investigation or who believes the case is not worth investigating, when that belief is contrary to the belief of the committee.

## VI. THE CONDUCT BOARD

The student members of the Conduct Board and an alternate are nominated by the Executive Committee of Student Government; the faculty members and an alternate are nominated by the Faculty Personnel Policies Committee. All appointments are subject to the approval of the President of the College.

The chairman of the Conduct Board shall be a student elected by the five students, two faculty members, and two alternates.

A quorum is constituted by six members. The faculty alternate and the student alternate may attend meetings of the Conduct Board, but they may not vote or participate in the case unless they are serving to replace a regular member. A member of the office of the Dean of Student Affairs shall also attend meetings as an observor and may participate in the case.

At least four members of the Conduct Board must vote to convict for a student to be found quilty. All other decisions are by majority vote.

A member may petition the Chairman of the Conduct Board (or the Advisor if the Chairman is the member involved) to be disqualified on grounds of possible



prejudice. The Chairman (or the Advisor) then rules on the request.

The board shall consider whether the complaint refers to regulations and persons over which the Conduct Board has jurisdiction. It shall decide if the alleged facts warrant further investigation.

The standard of proof for a finding of guilt must be reasonable doubt. The members of the board must be convinced of the guilt of the respondent beyond a reasonable doubt. There can be no case unless there is a witness who will appear before the Conduct Board.

Penalties are assessed by the Conduct Board for violations of college regulations. A civil suit by one individual against another must be taken to the civil authorities.

### The Community Representative

For each case the Committee on Dispositions may select a Community Representative or serve in that capacity itself. Usually, one of the faculty members of the College will be asked to fill this role. The Community Representative's responsibility is to present the facts which surround the charges against the respondent. The Community Representative or the Committee on Dispositions is to study each case carefully in advance of the hearing, conducting an investigation during which he or she shall attempt to elicit all of the facts of the case from all sources. The Community Representative or the Committee on Dispositions shall seek to obtain all available evidence whether it tends to show guilt or innocence and shall present it in a conscientious and fair manner. He or she should attempt to develop the hearing so that the Conduct Board can hear and evaluate all of the relevant testimony. If a Community Represent'.tive finds finds no basis for determining the complaint, he or she shall so inform the Committee on Dispositions.

The maximum penalties available to the Conduct Board are those of expulsion and suspension.

## VII.THE HEARING

The chairman shall recommend procedural guidelines before a hearing, subject to a majority vote of the Conduct Board.

The respondent is entitled to one preemptory challenge. In cases where there are more than one respondent there can be only one preemptory challenge. An alternate will replace any Conduct Board member so removed.

### The Conduct Board Advisor

The Conduct Board shall have an advisor, this person being a faculty member selected by the Faculty Personnel Policies Committee and approved by the President of the College to serve a one year term. Any member of the Conduct Board my seek the counsel of the advisor.

The hearing is closed to all except those conducting it, the alternates, the respondent, the advisor, Community Representative, or the Committee on Dispositions, and respondent's counsel. A member of the office of the Dean of Student Affairs shall attend meetings as an observor. The hearing is informal and procedures are flexible. A tape must be made during the hearing, which will be kept nine months after the final appeal. Respondents have the right to make a tape of their own trials in addition to the official tape which is made. The respondent shall be informed in advance in writing, of the charge which is being considered. He or she need not admit guilt nor incriminate himself or herself.

**Counsel for Respondent**

Each respondent has a right to have one counsel present at the hearing. The counsel must be a member of Lake Forest College, either a currently-enrolled student or a member of the faculty or administration. The respondent should inform the chairman or Community Representative of his or her intention to have an advisor present. Counsel may ask questions and be heard on behalf of the respondent.

**Subpoena Power**

The chairman of the Conduct Board shall have the power to summon the presence of Administration, Staff, Faculty, and students of Lake Forest College. He or she may request the attendance of other persons. Upon reasonable notice to the chairman, the respondent and the Committee on Dispositions may call upon the subpoena power of the Conduct Board to call witnesses and order the production of documents.

If a student does not appear when given a summons, the Conduct Board may impose a sanction up to and including probation. For faculty members and administrators who do not appear, action up to letters of censure may be recommended.

**Presentation of Evidence**

If the respondent enters a plea of not guilty, the Community Representative or the Committee on Dispositions shall present the relevant evidence surrounding the charge. On the conclusion of the presentation by the Community Representative or the Committee on Dispositions, the respondent or his or her advisor may speak in his or her behalf and request that additional evidence in his or her defense be introduced by the Community Representative or the Committee on Dispositions, or they may themselves introduce evidence.

Formal rules of evidence shall not be applicable, but evidence must conform to basic standard of fairness. The chairman, after objection on his or her own motion, shall exclude evidence which does not meet such standards. The chairman shall rule on the admissibility of evidence which should be limited to:

a. Facts pertinent to the charge.



b. Applicability of regulation on which charge is based to the facts of the case.

c. Circumstances or attitudes which might affect the severity of any penalty imposed.

**Witnesses**

All witnesses before the Conduct Board may be questioned by the Community Representative or the Committee on Dispositions, the respondent and his or her counsel, and members of the Conduct Board.

The Conduct Board may recess at any time upon the order of the chairman to provide for gathering additional evidence.

**Basis of Conduct Board Decision**

All matters upon which the decision may be based must be introduced into evidence in the presence of the respondent at the proceedings before the Conduct Board. The decision as to guilt should be based solely upon such matter. A respondent's previous conduct record shall not be made available to the Conduct Board by the chairman until after the decision as to guilt has been made. This record may be used only is assigning a penalty.

**Restitution**

It is expected that the Conduct Board will consider Restitution an intergral part of any decision penalty when the damage is repairable or replaceable, or where compensation is possible and appropriate.

**Penalties**

In assigning penalties, The Conduct Board shall consider the kind of violation, the respondent's previous conduct and the circumstances under which the offense was committed.

The penalties available to the Conduct Board are:

EXPULSION: (recommendation to the President)

SUSPENSION: ranging in length from at least one academic term to two academic years. (recommendation to the President)

SEVERE WARNING: This penalty states that the student is reprimanded for his or her violation and is warned that if he or she is ever (or for a specified period of time) convicted of violating a college regulation again suspension will be automatic as the least possible penalty. The Conduct Board may decide if it wishes to state the suspension period applicable to the second offense.

FINES: The fine is a punitive charge imposed by the Conduct Board. Fines may be assessed up to a maximum of $50.00 payable to the college's general operating budget.

Whether the student will pay the stated punitive amount or a lesser sum which he or she can afford will be worked out by the office of the Dean of Student Affairs.

**Report of Case**

The chairman shall inform the respondent of the results of the hearing. He or she shall also prepare a summary in the Conduct Board record book and giving a copy to the Dean of Student Affairs. This report should include, not only the verdict, but the elements on which the decision is based. The President may at any time request a report of any case referred to the Conduct Board.

## VIII. GENERAL OPERATING PROCEDURES OF THE CONDUCT BOARD

### A. Change in Procedure of Conduct Board

A majority of those present at a meeting of the entire Conduct Board is required to adopt general procedures or to overrule the chairman, such procedures may not be contradictory to this Constitution.

### B. Selection of members to the Conduct Board

The Executive Committee of Student Government and the Faculty Personnel Policies Committee shall take into account in the appointments the need to appoint a group providing broad representation of the various groups within the student body. This representation includes substantial participation by minorities who may suffer injustice at the hands of an unsympathetic or hostile or indifferent majority.

### C. Term of Office

Normally, the new Conduct Board will take office in the fall following their appointment in the 9th week of the spring semester. After the new appointments are made, the chairman of the Conduct Board, under pressing circumstances, may call upon new members as substitutes.

**Discussion of the Cases**

A non-member requesting information regarding a Conduct Board hearing shall be informed by the chairman of the type of cases considered and the penalties given. However, at no time should the chairman or any member of the Conduct Board reveal the names of the respondents or other evidence and facts which might serve to identify the respondents.



Conduct Board members shall at no time discuss cases outside the Conduct Board hearing.

The respondent, complainant and witnesses are under the same obligations as the members of the Conduct Board to refrain from discussion of the case with persons other than members of the Conduct Board.

If it is discovered that either the respondent or the complainant has acted irresponsibly in discussing the case with persons not directly involved, it shall not affect the conduct of the hearing. But that person shall be subject to the sanctions of the Conduct Board at another hearing.

**Report to the College Life Committee**

After consultation with the Conduct Board, the chairman shall submit to the College Life Committee and College Council, in the spring, an annual report of the judiciary's activities, including a summary of the violations and penalties assigned during the year, and recommendations.

The chairman shall also submit this information to the College newspaper.

## SUMMARY OF RIGHTS OF THE RESPONDENT

1. Right to obtain advice and limited aid from the Committee on Dispositions in cases where Complainant is advised to seek assistance from the local police.
2. Right to see a written charge against him or her prior to the hearing.
3. Right to present motions requesting prevention, revision or review of procedure to the Conduct Board concerning any aspect of the case the respondent is dissatisfied with.
4. Right to testify and present evidence, and to present a reasonable number of witnesses in his behalf. He or she may refrain from self-incrimination; he or she shall have an opportunity to hear and question adverse witnesses and may demand the appearace of the person reporting the violation. In no case shall the Conduct Board consider statements against him or her unless he or she has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.
5. Right to request the Conduct Board to conduct open hearings (subject to the rights of witnesses to closed testimony).
6. Right to an adviser to be present at all times the respondent is before the Conduct Board.

7 All matters upon which the decision may be based must be introduced into evidence in the presence of the respondent at the proceedings before the Conduct Board. The decision as to guilt should be based solely upon such matter. A respondent's previous conduct record shall not be made available to the Conduct Board until after the decision as to guilt has been made. This record may be used only in assigning a penalty.

8. Right to tape their own trials in addition to the official tape which is made.

9. Right to one preemptory challenge of the Conduct Board.



# SECTION IV
# RESIDENTIAL LIFE

Students living in the college residence halls are expected to use college property with care and to live according to the spirit and regulations of the College. Charges are assessed for missing or damaged property. *Be sure to complete the Property Inventory sheet upon taking possession of the room.*

Housing contracts are made for one-half school year at a time. Refunds of tuition, board, and room are made only according to the refund policy as stated in the 1975-76 catalog. Residence hall charges are $550 per year for room.

If a student withdraws during the year, but re-enrolls for a subsequent term during the same academic year, no additional charge will be made.

Occupancy of the room is limited to the student(s) assigned to the room. The room may not be sublet.

If a student ceases to be a student by virtue of withdrawal or dismissal, all rights to occupy a room are lost.

## ACADEMIC DORMITORY

Blackstone hall is an academic dormitory comprised of two academically oriented purpose units, independents and freshmen, with the emphasiss on a *quiet* living situation. Independents living in Blackstone must observe the rules and regulations established for Blackstone. Principally, independents must adhere to regular quiet hours which are 6 p.m. Sunday through 6 p.m. Friday, and 1 a.m. through 8 a.m. Friday and Saturday.

If a resident does not comply with the above regulations at any time and complaints against that resident are registered with the Office of the Dean of Student Affairs, that resident may be moved out of Blackstone following a review of the complaint. A form stating the above regulations must be signed by every Blackstone Hall resident.

## REVISED HOUSING SYSTEM

The Housing Plan for 1975-76 is the result of considerable research and careful review by the Housing Panel, the Student Government Housing Committee, and the Administration. The arrangement which emerges seeks a balance between the legitimate concerns of students with some direct and indirect educational aims which must be considered. The housing of students recognizes the needs for an increase in the availability of co-ed living arrangements and for a redistribution of living units and freshmen on campus. Both of these moves aim to establish new communities of interest and harmony based on current student interest patterns.

The plan provides for a variety of living options which include 1) Co-ed freshman-upperclass housing 2) Single sex freshman-upperclass dormitory 3) Single sex freshman-upperclass floor in a co-ed dormitory 4) Single sex freshman floor in an upperclass co-ed dormitory 5) Single sex freshman dormitory 6) Co-ed upperclass dormitory.

*Freshman Housing*

Although this plan retains one all freshman dormitory, the majority of freshmen will be housed in upperclass dormitories. The benefits of freshman contact with upperclassmen were the key factors in making this decision. At the same time, freshmen housed in upperclass dorms will be kept in clusters to ensure identification with classmates. It is a step toward creating a meaningfully controlled freshman environment in recoginition of the special and complex needs of first year students. The important fact is that the plan provides a variety of options for freshmen which is fundamental to a successful housing program.

*Freshmen Counselors*

The plan initiates a new concept in freshmen counseling. Freshmen Counselors are responsible upperclassmen of high academic standing who will live amongst freshmen and assist them with any adjustment problems they may encounter. Each counselor will be "responsible" for a number of freshmen and will work closely with the faculty advisers, the Housing staff, Psychological Services, and the Dean of Student Affairs Office. Freshman counselors must express a real concern for the welfare of the college and be willing to sacrifice their time in assisting freshmen. This program will permit the administration to improve the on-going orientation advisement function for freshmen through the housing system. Anyone interested in applying for a freshman counselor position may do so in the Dean of Student Affairs' Office.

*Differentials*

1) A differential is:
   a) Any double room held as a single.
   b) Any triple room occupied as a double.
   c) Any quad occupied by only two persons or three persons.

2) The fee for a differential room is $200 for the academic year. $100 per semester.

3) Differentials are available in the following dorms:
   a) Deerpath b) Roberts c) McClure d) Gregory

4) Differential space is alloted at the convenience of the College.

5) The fee for a quad differential will be $50 per person, per semester or $100 per person per academic year.

HOUSING PURPOSE UNITS

*General Description*

Purpose units are any organized living unit whose members live together within an assigned area in a dormitory and which are organized because of common interest or concern, and seek to accomplish some academic, social, or cultural ends which may be pursued more fully in conjunction with others, than individually.

*Specifics*

1) Any organized housing unit including fraternities will be considered a Housing Purpose Unit.



2) When petitioning the College for recognition, a Purpose Unit must prepare a statement of purpose and a constitution elaborating on their motivation in forming, general plans, plans for special projects, (See 3) and all rules and regulations of the purpose unit including any requirements for membership.

3) Purpose Units are an excellent vehicle for originating more activities at Lake Forest which benefit from the entire campus and/or community. Each Purpose Unit must plan and organize special events for 1975-76 in which the entire student body may participate. Each Purpose Unit should plan at least one event per semester. Hopefully one event would be in conjunction with their purpose. Possible suggestions would be Seasonal Weekend, All-Campus Picnic, Little 500 bike race, Theme oriented all-campus parties or dances, organize concerts, Blood Drive, Tutoring Weekends, etc., etc.

4) Purpose Units will be somewhat self-governing and self policing. The Unit must have an elected (chosen) officer or officers. These people will be responsible for governance of the Purpose Unit and should work with the Head Resident and Dean of Student Affairs Office concerning plans or problems.

5) Space for Purpose Units will be assigned at the discretion of the College.

6) Purpose Units will be stringently reviewed during the course of the year and a year-end review ill determine the success of the Unit. Criterion for a successful unit would include "living up to" purpose and the carrying out of various all-campus projects.

7) The Housing Panel will review Purpose Unit petitions and determine the assignment of space.

8) All Purpose Units must submit a list of members who want to live in the Units allotted space. Anyone who appears on this list cannot move out of the Purpose Units unless the Unit has someone to join the Unit to replace him/her. This preserves the continuity of the Unit.

9) If a member of a Unit should have to leave school for one reason or another, the Unit has first priority to fill that space with a new member.

10) Any student, excluding first semester freshmen, is eligible to join a Purpose Unit providing of course they are interested in the purpose of that Unit and agree to contribute positively to the life and purpose of the Unit.

11) It is hoped that Student Government will recognize Housing Purpose Units and consider their need for funds to originate all-campus projects when budgeting for next year occurs.

12) Purpose Units will determine room assignments for their members as they deem fit following consultation with Dean of Student Affairs Office concerning total space allotted.

13) Purpose Units must have not less than ten members.

*Final Note*

All petitions for Housing Units which must include statement of purpose, constitution, and a list of members to live in the Unit, and plans for next year must be submitted to the Dean of Student Affairs Office. Existing units which want to continue next year must petition in the same manner as new units.

ROOM DRAW

—Room draw is a centralized procedure and is held in McCormick.

–Every student who plans to live on campus and who is not an H.R., R.A., F.C., or member of a Housing Purpose Unit must take part in the draw.

–Applicants will be put in every student's mail box. The application will request information regarding housing preference (single sex, co-ed, 3 dormitory options, room occupancy size, roommate choice).

–Applications must be returned to the Dean of Student Affairs Office.

–To ensure fairness of the draw, the computer will be utilized. A list of all applicants according to class will be fed into the computer for random assignment of a draw number. Each student will be notified of his number prior to the draw.

–The draw will be done by class with all seniors drawing before juniors, etc.

–A student need not be present at the draw because preferences are indicated on the application. However, a student who is present when his/her number is called will have the opportunity of picking a specific room and roommates.

–A student will forfeit his room assignment if the $100 pre-registration deposit is not received by the College by May 30.

NORTH CAMPUS

*Bradley Lodge*–Upperclass all-male dormitory–probably housing a purpose unit.

*Lois Hall*–Freshman-upperclass all-female dormitory. Space has been reserved for thirty-two freshmen women in doubles.

*Deerpath Hall*–Will offer both freshman single sex housing and upperclass co-ed housing. 1st floor–Freshman men in doubles. 2nd and 3rd floors–Upperclass co-ed housing by room. All rooms are differential singles.

MIDDLE CAMPUS

*Harlan Hall*–Principally an upperclass dormitory, co-ed by room. The third floor will house freshman women and a limited number of co-ed freshman spaces have been reserved.

*Blackstone Hall*–Principally an upperclass dormitory, co-ed by room. The third floor will house freshman men and a limited number of co-ed freshman spaces have been reserved.

SOUTH CAMPUS

*Moore Hall*–Upperclass-freshman dormitory, co-ed by floor. A small number of freshman spaces have been reserved, all in doubles. 1st and 3rd floors–Women and 2nd and 4th floors–Men.

*Nollen Hall*–All freshman dormitory. East Wing–Women and West Wing–Men.

*Roberts Hall*–All upperclass dormitory probably housing purpose units and independent co-ed housing.

*McClure Hall*–Upperclass-freshman dormitory. One floor has been reserved for freshman men. The remaining space will be distributed to purpose units and independent co-ed housing.

*Gregory Hall*–Upperclass-freshman dormitory. One floor has been reserved for freshman men.

RESIDENCE HALLS

The Residence Halls at Lake Forest College are basically self-governing. At the



start of fall term, dorm members of each hall elect General Assembly members and establish their dorm governmental structure. Minimum rules for the mutual comfort and safety of dorm members are determined. Subsequently these rules are forwarded to the Office of the Dean of Student Affairs and posted in the dorm.

RESIDENCE HALL CHECK-IN PROCEDURES

Students should go to their residence hall, upon arrival on campus, to receive their room key and other pertinent information. Head Residents, Resident Assistants, Freshmen Counselors, and other upper class students will be available to aid incoming students in locating themselves within the dorms. Freshmen and transfer students are expected to participate in New Student Week Programs. Resident Assistants, stationed throughout the dorms, will have information about events and activities, and detailed information on campus services, college policies, and other matters. Students living in the dorms are required to fill out the room condition sheet for their room as soon as possible. Upon completion of the report, students should return it to their R.A.

Each resident shall be issued front door and room keys by which he may gain admission to his residence. Loss of this key jeopardizes the security of the entire unit as well as one's own room so caution is advised. Replacement fees are $3.00 for room key and $10.00 for front door key.

CHECK-OUT PROCEDURES

Departure: Everyone except seniors must leave 24 hours after his last exam. Seniors will be allowed to remain unitl noon on Sunday, May 30.

Rooms: Each room must be clean and must have the proper furnishings. Be sure that for every person in the room there is: a bed properly assembled, mattress, chair, desk, lamp, mirror, wastebasket, and bureau. A fine will be imposed for missing furniture. If trash is left in the room, the physical plant will charge the student according to how much time was spent cleaning the room.

Keys: Room and dorm keys should be returned to the HR or RA who will give the student a receipt. This receipt should be taken to the cashier who will give a cash refund ($2.50 per key) or will credit the student's account.

Bikes: Bikes should be stored in the dorm where the student will be living next year. The kitchen lounge area is reserved for the bikes of next year's Blackstone residents. There will be a $10.00 fine for bikes left in racks elsewhere. Those who are planning to live in Harlan this summer can take their bikes to the Harlan rack which is also in the kitchen lounge area.

Cars: Chains across the fire lanes will be removed Friday, May 21. STAY ON THE SIDEWALKS! FINES WILL BE IMPOSED FOR DRIVING OR PARKING ON THE GRASS.

North Gym: Upholstered chairs, sofas, floor lamps, rugs, tires, etc. may be stored here at the owner's risk. They should have 2 tags that will not come off easily.

Tags should specify name, dorm, and date of storage. These tagged items will be picked up if they are placed in front of Blackstone. You will be told the hours for the truck service when they have been established. North Gym deliveries will probably be made from 2:30 to 5:30 p.m. on May 26, 27, and 28.

Moving Items To Other Residence Halls: If students need help taking trunks or boxes to store in the dorm in which they will be living next year, they must be prepared to go with the truck to the other dorm. The pick-up service will only deliver items to the lobby. Then, the student must carry them to the proper storage area. If boxes are left anywhere but in the lobby, they will be junked.

Trunk Room: This area is only for boxes (taped or tied), trunks, and small bookcases. Bricks will be acceptable provided the bricks are piled neatly in a corner or stacked against a wall where they will not fall in a heap. Everything must be well-marked. Hours for deliveries to the trunk room will be determined by the Office of the Dean of Student Affairs. This information will be posted in each residence hall.

## CLOSING HOURS FOR CAMPUS

For purposes of reasonable quiet for all, midnight, Sunday through Thursday, and 1:00 a.m. Friday and Saturday, are times when all students are expected to maintain quiet hours.

## SECURITY PATROL

All residence halls are locked 24 hours a day. The Security Patrol is responsible for checking I.D. cards of all students entering the residence halls who do not have keys. Students not possessing their I.D. cards will submit their name and the name of the residence hall in which they live to the Security Patrol.

All guests must obtain guest cards from either the Admissions Office, the Dean of Student Affairs Office, or the Head Resident of the dorm in which they are staying. Security guards on patrol will not permit unregistered guests into the residence halls unless verification of the guest's status is established.

## TELEPHONES

Telephone service for resident students is voluntary. The telephone company will bill the student directly. Representatives will be available during registration for those students who wish to have telephone service. A pay phone is available in each residence hall.

## OVERNIGHT GUESTS

In order to ensure safety and security, all non-College overnight guests must be registered with the Head Resident. Any unregistered guests may be asked to leave the campus at any time.



## FIRE DRILLS AND ALARMS

Once a term the Head Resident of each Residence Hall will conduct a fire drill. Students are expected to leave the building as quickly as possible, using available stairways and fire escapes. Except during a fire drill or a fire emergency, no one is to use a fire exit door or a fire escape. Upon hearing the fire alarm, each student should:

1) Turn on room light or lamp
2) Close transom and all windows, leaving the room door open (to be closed by the Resident Assistant)
3) Open window curtains
4) With street shoes and necessary clothing walk quickly and quietly to the designated area away from the building

Students are allowed to return to the building after they have received instructions to do so.

## FIRE EQUIPMENT

1. Fire alarms, fire detectors or sprinkler systems exist in all residence halls. Illegally activating fire alarm and detection systems is a violation of Illinois and local ordinances.
2. Fire extinguishers are strategically placed throughout all residence halls. Casually emptying these extinguishers will render them useless in an emergency.

Students found using fire extinguishers in non-emergency situations will be billed for the refill of the equipment and issued warning notices. Students found illegally activating fire alarms will be turned over to city authorities.

## VACATING ROOMS

All residence halls, with the exception of Lois and Roberts West, will be closed at noon Thursday, December 11th, for the Christmas holiday.

Lois and Roberts West will remain open to accomodate those students who must stay at the college during the vacation.

The *only* students allowed to stay are:

1) Those whose parents reside outside the United States.
2) Those working for the college who are needed during the holiday.
3) Those on financial aid and listed as an independent student.

Anyone who needs Christmas housing and qualifies for it must sign-up in the Dean of Student Affairs' Office.

The dorm closing is part of the college's continuing efforts to conserve energy whenever possible such as holiday periods.

Residence halls will reopen at noon Sunday, January 4, 1975.

Everyone except seniors and essential students must vacate their rooms 24 hours after his/her last exam at the end of spring term.

## ROOM CHANGES

All room changes must be authorized by the Office of the Dean of Student

Affairs. Requests for room changes must be submitted in writing. Students are advised that it is not always possible to honor room change requests. No requests for changes in accomdoations will be accepted or processed until after the second week of a new term.

## VENDING MACHINES

The residence halls and the college commons have vending machines. The soft drink machines in the halls are operated by dorm personnel. Deficits are paid to the vendor from residence fees and profits are put into the residence hall fund. All other campus machines are operated by private venders.

If students lose money in a machine, they should contact the appropriate housing personnel, in regards to hall operated machines, or the purchasing department, in regards to privately maintained machines. This procedure is more effective than kicking the machine.

If someone tampers with a machine, please contact the security office.

## LOUNGES

Residence hall lounges are equipped with kitchenettes and furniture. Residents of the dorm are responsible for the maintenance and use of the lounges.

Furniture *cannot* be removed from the lounges. There will be a $10 charge for lounge furniture found in rooms. The Head Resident of the hall has keys to the lounges and the lounges must be secured after student use. All lounge parties must be registered with the Head Resident.

## SELF-SERVICE LAUNDRY

Each residence hall is equipped with laundry machines and driers for student use. Students are requested to follow the explicit operating instructions for each machine. Machinery malfunctions should be reported to the Head Resident of the dorm.

## ROOM ENTRY AND SEARCH

Each resident has the right of privacy within his or her own room. Representatives of the college should not enter a student's premises on campus except under the following conditions:

1. College officials inspecting rooms for general physical conditions and/or damage will post written notification on the board of the dormitory 24 hours in advance of any such actions, unless students have specifically requested a repair.
2. Rooms may be inspected for purposes of fire safety at any time and without advance notice. Disciplinary action against a student on the basis of such entry is limited to violations of fire or safety rules or stolen property.
3. During vacation periods, rooms may be inspected at any time (unless occupied during the vacation period–in which case the usual 24 hour notification applies). Inspections at this time are limited to room condition and fire safety. A minimum number of fire inspections are required by law, per year, and the physical plant is better equipped during the vacation periods, in terms of personnel, to perform these routine inspections.



4. In emergency circumstances where imminent danger to life, health, safety, or property is reasonably feared, entry shall be allowed without advance notice.
5. When there is excessive noise or distrubance which is affecting others.
6. When there is evidence that college regulations have been violated, such evidence to be based upon direct observation of the violation or upon reports from an identifiable source.

The right to enter is not synonymous with the right to search. Where fire and safety checks are involved, any search shall only be sufficient to establish that no violation of fire and safety standards exist.

Premises occupied by students and the personal possessions of students hall not be searched unless appropriate authorization has been obtained. For premises such as dormitories controlled by the institution, application to the Dean of Student Affairs must be made before a search is conducted. The application must specify the reasons for the search and the objects or information sought. The student should be present, if possible, during the search. For premesis not controlled by the institution, the ordinary requirements for lawful search must be followed.

If a student believes that entry into or search of his premises violates the expectations established above, he should bring his accusation both to the President of the Student Government and the Chairman of the College Life Committee, who shall refer the accusation to a Review Board consisting of three students appointed by the President of the Student Government and two faculty members designated by the Chairman of the College Life Committee. If the accusation is sustained, the student bringing the accusation shall not be charged on the basis of evidence gained by means of the unacceptable entry or search, with having violated college regulations.

## CAMPUS WARNING SYSTEM

With the approval of the College Council and the summer College Life Committee, the administration has instituted the following warning system to deal with cases of noise and vandalism anywhere on campus. Our purpose is to protect the majority from the misbehavior of a few other students.

1. A warning may be given by a Head Resident, R.A. or security officer and officers of the College. A security officer should make every attempt to locate the Head Resident or an R.A. before giving the warning.
2. A warning is given in cases of noise and/or vandalism.
3. Warnings are cumulative over the period of one academic year.
4. Procedures after each warning are as follows:

FIRST WARNING: Written notification of warning is given at the time of the incident. The "warnee" is told that he or she must report to the Dean of Student Affairs Office the next working day. The Dean then reviews the warning to determine whether or not it is valid. He may consult the warning officer, the warnee, etc., in an informal manner. If he finds the warning to be valid, it is recorded with copies sent to all appropriate parties, including the warnee's academic adviser. Should a student contest the validity of a warning, that plus any supportive evidence he has should also be part of the record.

Affairs. Requests for room changes must be submitted in writing. Students are advised that it is not always possible to honor room change requests. No requests for changes in accomdoations will be accepted or processed until after the second week of a new term.

## VENDING MACHINES

The residence halls and the college commons have vending machines. The soft drink machines in the halls are operated by dorm personnel. Deficits are paid to the vendor from residence fees and profits are put into the residence hall fund. All other campus machines are operated by private venders.

If students lose money in a machine, they should contact the appropriate housing personnel, in regards to hall operated machines, or the purchasing department, in regards to privately maintained machines. This procedure is more effective than kicking the machine.

If someone tampers with a machine, please contact the security office.

## LOUNGES

Residence hall lounges are equipped with kitchenettes and furniture. Residents of the dorm are responsible for the maintenance and use of the lounges.

Furniture *cannot* be removed from the lounges. There will be a $10 charge for lounge furniture found in rooms. The Head Resident of the hall has keys to the lounges and the lounges must be secured after student use. All lounge parties must be registered with the Head Resident.

## SELF-SERVICE LAUNDRY

Each residence hall is equipped with laundry machines and driers for student use. Students are requested to follow the explicit operating instructions for each machine. Machinery malfunctions should be reported to the Head Resident of the dorm.

## ROOM ENTRY AND SEARCH

Each resident has the right of privacy within his or her own room. Representatives of the college should not enter a student's premises on campus except under the following conditions:

1. College officials inspecting rooms for general physical conditions and/or damage will post written notification on the board of the dormitory 24 hours in advance of any such actions, unless students have specifically requested a repair.
2. Rooms may be inspected for purposes of fire safety at any time and without advance notice. Disciplinary action against a student on the basis of such entry is limited to violations of fire or safety rules or stolen property.
3. During vacation periods, rooms may be inspected at any time (unless occupied during the vacation period–in which case the usual 24 hour notification applies). Inspections at this time are limited to room condition and fire safety. A minimum number of fire inspections are required by law, per year, and the physical plant is better equipped during the vacation periods, in terms of personnel, to perform these routine inspections.



4. In emergency circumstances where imminent danger to life, health, safety, or property is reasonably feared, entry shall be allowed without advance notice.
5. When there is excessive noise or distrubance which is affecting others.
6. When there is evidence that college regulations have been violated, such evidence to be based upon direct observation of the violation or upon reports from an identifiable source.

The right to enter is not synonymous with the right to search. Where fire and safety checks are involved, any search shall only be sufficient to establish that no violation of fire and safety standards exist.

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SECOND WARNING: Same as above, but a letter is also sent to the warnee's parents, after the warnee has been notified of the Dean's intention to send such a letter.

THIRD WARNING: After following all the above procedures, the warnee is then suspended from the campus housing system for the remainder of that academic term and for the next two subsequent terms, not including the summer term. No refund will be given for the paid housing fee.

Students who are already living off campus at the time of the receipt of their third warning will be fined by the Dean's office.

5. Appeals Procedures: After the third warning has been validated by the Dean, the student may submit an appeal to the College Life Commitee. This appeal must be submitted in writing within 24 hours after the warning has been recorded. The College Life Committee must then meet within two working days to decide whether or not they will hear the appeal. The CLC shall decide to hear the appeal only if there is prima facie evidence of real injustice. If the CLC decides not to hear the appeal, the warning remains on record. After hearing the appeal, the CLC's decision will be voiced in the form of a recommendation to the President.

## HOUSEKEEPING REGULATIONS

Housekeeping problems arising in the dorms should be reported to the Resident Assistants or Head Residents. A Work order slip will be submitted to the Physical Plant Office and a worker will complete the repairs.

## EQUIPMENT IN STUDENT ROOMS (Replacement Costs)

The student provides his own blankets and any other items such as bedspreads, curtains or draperies (unless furnished), floor lamps, rugs, easy chair, etc.

The room includes:

| | | |
|---|---|---|
| Bed | Mirror | Draperies furnished only in the following dorms: |
| Mattress and cover | Desk Lamp | DEERPATH NOLLEN |
| Pillow | Waste Basket | McCLURE GREGORY |
| Chest of Drawers | Curtain Rods | LOIS ROBERTS |
| Desk and Desk Chair | | |

The college expects you to exercise the same care for the room and furniture and equipment as you would in your own home.

Each student is responsible for the room and its contents. Charges will be made for items missing or damaged. This includes:

| | |
|---|---|
| Furniture and Furnishings | Doors |
| Walls and Floors | Fixtures |
| Windows and Screens | |



| | | | |
|---|---|---|---|
| Scotch tape or similar on wall (We have to paint the whole wall) | $25 | Key | $3 |
| | | Pillow | $6 |
| Desk | $75 | Lamp | $20 |
| Bed | $35 | Chair | $25 |
| Mattress | $35 | Mattress Pad | $6 |
| Waste Basket | $5 | Dresser | $75 |
| Door | $40 | Broken Windows, small pane | $5 |
| Screen (out) | $5 | (more for larger ones) | |
| Window Shade | $6 | | |
| Dresser drawer missing | $12 | | |

Charges may vary according to actual costs.

It is the responsibility of the student to keep the room neat and clean at all times. Students who move out and leave a dirty room will be charged as appropriate.

At the time the room is first occupied, the student is asked to fill out a room condition check list, showing missing or damaged items. If the list is not turned in, the room is considered 100% in order when occupied.

The student is responsible for the room and its contents and will be assessed for damages beyond normal wear and tear or for missing items.

Students who move out and leave a dirty room will be charged as appropriate.

## LIMITATIONS IN ALTERING ROOMS

*Do not* paste, tape, nail or attach to the doors, walls or ceiling, *any* object whatsoever. The only way to hang pictures or *any* article is to use the molding strip in each room. Bulletin boards or nets must be hung in this manner.

Students are prohibited from having or using any air conditioners, sun-lamps, firearms, pets of any description.

Students are not permitted to change rooms or to remove furniture from a room unless permission has been obtained from the Head Resident.

## ELECTRICAL APPLIANCES

Cooking in student rooms and hallways is prohibited. Coffee pots, corn poppers, and automatic toasters with self-contained thermostatically controlled heating elements may be used in student rooms. Hot plates, electric fry pans, deep fat fryers, electric ovens, grills, rotisseries and the like may be used in kitchenettes. They are extremely hazardous in student rooms and therefore not allowed. Immersion coils and water heaters without thermostat controls are never permissible.

Record players, radios, lamps, irons and clocks are permitted. Extension cords are limited to six feet in length.

## CANDLES

Candles can be an extreme safety hazard. They must never be placed adjacent to a wall or left ignited after room occupants have retired for the night. Strobe

candles are not allowed in sleeping rooms because of large flame and quantity of smoke they produce. Other candles, if used with care during religious holidays or if enclosed in glass chimneys are permitted.

Students planning extensive room decorating projects are advised to check their plans with the Residence Staff to ensure safety procedures and to avoid damage charges.

## HOUSEKEEPING AND LINEN SERVICE

The Physical Plant housekeeping staff members clean the lounges, hallways, and bathrooms of each hall. Students are expected to keep their rooms neat and clean. A vacuum cleaner, broom, dust pan, and other cleaning materials are located in each hall for student use.

Students are responsible for handling their towels and linens. Mean Services will make available packages of linen consisting of 2 sheets, 1 pillow case, 2 towels, and 1 wash cloth. The charge for the linen service is $41.50. Linens are furnished via a locker system in the residence halls. Applications for linen service are sent through the mail by Means Services. The linen plan is optional and students should consider the advantages and the disadvantages of the linen service.

## PAINTING STUDENT ROOMS

Students are not allowed to paint the walls of their room. Students wishing to have their rooms painted should contact the Physical Plant for further details.

## SUMMER STORAGE AND SHIPPING

**All possessions are stored at the owner's risk**—nor can the College be responsible for damage or theft of articles stored.

All college-owned furniture will be removed from trunk rooms to make room for summer storage of boxes (taped or tied) and trunks and small bookcases—or the makings of same such as boards and bricks. Bricks will be acceptbale provided the bricks are piled neatly in a corner or stacked against a wall where they will not fall in a heap. Anything else—privately owned—upholstered chairs, sofas, floor lamps, carpets, snow tires, piles of bricks or cinder blocks, etc.—will be removed and such articles will not be accepted for the summer and will probably disappear if put down there.

If you have any personal belongings in any dorm except that to which you will be moving in the fall, you should collect it now before it is disposed of. This applies to any college-owned furniture which you have stored elsewhere.

All belongings except packaged boxes (tied or taped and name attached), trunks and small bookcases will have to be stored in North Gym Lower Level at the owner's risk. They should be well-marked—twice—with tags that won't come off easily. Tags should specify name and date of storage.

Bicycle storage will vary from dorm to dorm:

| | |
|---|---|
| NOLLEN & GREGORY | —Study rooms 17 and 57 |
| ROBERTS & McCLURE | —Study room 17 |



| | |
|---|---|
| MOORE | —Storage room in Basement |
| HARLAN & BLACKSTONE | —Kitchen Lounge area |
| BRADLEY | —Basement |
| LOIS | —TV Room |
| DEERPATH | —Co-op Dining Room |

The chains will be removed from fire-lanes the last day of classes. Please stay on sidewalks. Do not drive or park on grass or fines will be imposed.

There will be furntiure pick-up *from your dorm lobby* and delivered to the North Gym for storage. Attach *two* labels *securely*.

Labels should state *name* and *dorm* where you will be living next year. These articles must be placed in the Dorm Lobby for pick-up. If they do not have any labels they will be junked. If they are left anywhere *but* in the lobby, they will be junked.

If you need help taking trunks or boxes (tied or taped and labeled) to store in the dorm in which you will be living next year, you must be prepared to accompany your things and take them from the lobby to the proper storage area.

The College will not be responsible for any trunks, boxes, or miscellanea left in the trunk rooms of the dormitories after one year from time of departure.

The hours for truck service will be forthcoming—when students have been hired to do the job.

REA and Berens will handle shipments as last year. All parcels, trunks, etc. must be sent COD. There must be *TWO* labels on each piece. Materials to be sent should be taken to the northeast corner of the Hockey Rink at prescribed hours.

Anyonc wanting a pickup before the end of school should call REA or Berens personally.

| | |
|---|---|
| REA | 336-0567 |
| BERENS | 689-8000 |

## EXTRA LIGHT BULBS AND TOILET PAPER

Most of the time the maid will replace these items, but an extra supply will be on hand in the Head Resident's apartment.

## BICYCLES

Bicycles may be parked in assigned areas inside and outside the dorms. Bicycles are to be registered with the City of Lake Forest at the Police Department, located at 255 West Deerpath Ave. The Lake Forest City Bicycle Regulations are posted in the Office of the Dean of Student Affairs. In September, there will be a time set for students to register their bikes with the college and the city police.

Non residents of the city may operate within the city any bicycle which is registered in another municipality. The bicycle must be equipped with a valid registration, license tag, or emblem from the other municipality. Otherwise the bicycle must be registered with the City of Lake Forest.

## MOTORCYCLES

Motorcycles may not be driven on the sidewalks and walkways on campus.

Parking areas have been designated for motorcycles. (See Parking and Traffic Regulations.)

PETS

Because of health hazards and possible damage to school property, uncaged and unbowled pets or other live animals in residence halls are not permitted. If the owner fails to remove the animal when requested, he or she will be evicted from the residence halls.

FIREARMS

The possession, carrying, or use of firearms, including rifles and shotguns, ammunition, explosives, or other dangerous weapons, instruments, or substances in or upon College premises, except by law enforcement officers, is prohibited. This regulations includes pellet guns, BB guns, slingshots, and firecrackers.

FIRE EXTINGUISHERS (See Fire Drills and Alarms)

FIRES (BBQ's on Patios)

Permission must be obtained from residence hall supervisor before BBQ's can be set on college property. If a fire is discovered in any college building, it should be reported immediately to the Campus Security Office and the City Fire Department.

FIREWORKS

Possession or use of fireworks is prohibited by Illinois law.

KEYS

Lost keys can be replaced through the Physical Plant office. There is a replacement fee of $3.00 for room keys and $10.00 for front door keys.

REFRIGERATORS

Refrigerators no larger than three cubic feet are allowed in the residence halls.

WATER BEDS

Students exercising the option of substituting a water bed for the standard bedding available in their room must sign a water bed agreement form. The agreement applies only to those areas where water beds are acceptable: Deerpath Hall, the Annex of Harlan, the Annex of Blackstone, Nollen, Roberts, McClure, and Gregory. Water beds are not allowed in any of the other halls. The agreement stipulates that students are responsible for damages. The student assumes all personal liability in case of electrical shock or damage. Parents of dependent students are also to be made aware of the water bed agreement.



MARRIED COUPLES

Housing is available in Hixon Hall for married couples. Contact the Office of the Dean of Student Affairs for more details.

FOOD SERVICE

Bob Kaemmer, Director
Rich Chapman, Assistant Director

Szabo Food Service operates the Commons dining hall, the Commonplace snack bar and the campus pub. According to state and county laws, students must wear a shirt (or clothing which covers the trunk) and shoes or sandals in the dining halls. Board is mandatory for all resident students.

*Commons Dining Facility*

Due to the added costs that would be involved, servingware nad food may not be taken from the dining rooms. Students will be admitted to the dining area by showing the college I.D. card or by payment in cash for each individual meal. The I.D. cards are marked by board option.

*Food Service Excemption*

Students may submit requests to the Business Office to be exempt from the food service for medical or religious reasons. The student will then be released from the board contract if the student cannot be accomodated by special menus provided by the college food service.

*Medical Illness*

The food service will prepare meals to be taken back to the room by a friend, if the student calls the Health Office for meal requisition.

*Meal Guests*

Students with guests are requested to purchase meals for the guests from the checker upon entering the dining area.

The food service tries to offer a variety in its meals, and is open to sincere suggestions for improvement. Suggestions may be forwarded to either Bob Kaemmer or Rick Chapman.

CO-OP (Deerpath Hall)

A student cooperative was started in Deerpath, two years ago, as an alternative to the food service provided by the college. Members are exempt from the college meal plan and allowed to use the kitchen and dining facilities in the basement of Deerpath Hall.

HEALTH SERVICE

The Health Care Plan of Lake Forest College is coordinated by the Dean of Student Affairs and is composed of four separate programs.

I. Clinic Program:

Clinical services, including medical counseling, are performed by staff physicians from the Emergency Room Physician's LTD group. The health fee,

currently $30 per year, helps to defray the costs of these services. The fee is low, so that all may afford it; the services which it encompasses are unusually generous in light of this fee, but must not be considered complete. Supplemental charges are sometimes incurred, as indicated below. The health fee provides for the following services:

A. *Student illness.* The College maintains a Student Health Center in the Sports Center which is staffed with experienced registered nurses. All students with illnesses must consult with the nurse on duty. When further examination or treatment is required, the nurse refers the student to doctors affiliated with the Emergency Room Group at Lake Forest Hospital. The cooperative agreement between Lake Forest Hospital and the College affords the student around-the-clock medical coverage. The nurse will arrange for transportation to the hospital when required. There is no charge to the student when properly referred for examination and routine treatment. When no emergency exists, appointments will be scheduled at the hospital. Students will be charged for required laboratory tests, x-rays, and prescription medication. Routine treatment is scheduled afternoons on Monday through Saturday at the Lake Forest Hospital Outpatient Department. If an emergency arises when a nurse is not on duty at the Health Center, students should first see their Head Resident. Students who report to the hospital without sufficient cause or referral by the nurse and whose illness is not covered by insurance (see II below) will be charged the normal hospital rate.

B. *Medical counseling.* Medical counseling is available to all students by the nurse and by doctors from the Emergency Medical Group at stipulated hours in the Health Center. Students are free to discuss any personal medical problem with the staff in professional confidence. Sex information and counseling are available by contacting the Health Center. A physician is on campus alternate Fridays for counseling on sexual or medical concerns. Literature on human sexuality, birth control and V.D. may be obtained from the Student Health Center.

C. *Other services* include: Referral to local dentists and other health specialists, immunizations for foreign travel with the exception of polio and yellow fever serum, throat cultures for streptococcus and loans of crutches and canes. Intercollegiate sports physicians are provided prior to pre-season practice. These are free to sophomores, juniors and seniors.

II. Student Health Insurance Program:

All full-time students of the College are eligible for protection under the Student Health Insurance Program; all resident students are *required* to participate in the plan unless waived in evidence of equal or superior coverage. The premium for this insurance which covers a 12-month period is $53. Insurance waivers may be obtained from the Office of the Dean of Student Affairs. The completed waivers must be returned to the College and approved by the Dean of Student Affairs before October 15, 1975 for full cancellation



and by March 1, 1976 for partial cancellation. The rate for the insurance is purposely low, so that all may join without undue financial sacrifice. The coverage offered by this insurance is limited, and individuals may wish to obtain additional coverage. The provisions of the College Insurance Plan are detailed in a separate pamphlet available in the Office of the Dean of Student Affairs. The coverage is currently limited to approximately 60% for the local hospital bed charge; coverage for other treatment and operation is also inadequate to pay the full costs. Students are billed separately for the difference. In addition to lab work and x-rays mentioned above, the Insurance does not cover the costs of eyeglasses, or private doctor's office visits, dental care (except resulting from injury to *normal* teeth), or maternity care.

III. Varsity Athletic Teams:

The College carries an additional insurance policty for Varsity Athletic Teams; charges in addition to those covered by the policy are borne by the individual.

IV. Psychological Counseling Services:

The College maintains a Psychological Counseling Center, located in Johnson Science Center. This is directed by Dr. Phylis Frankel. She and her staff counsel students with personal and emotional problems. Students may participate in individual or group sessions; strict confidentiality is maintained as in all areas of student health care. A lecture series is also provided by the psychological service on various subjects of concern to students. These lectures are informal and may be attened by anyone.

*Procedures to follow in case of injury or illness:*

Whenever minor illness or injury occur, report to the Health Center. After Health Center hours the Head Resident or Resident Assistants should be notified. They are trained in First Aid and have a small amount of non-prescription medication, dressings, and a thermometer. They also have information on emergency procedures to follow in event of a more serious illness or injury. Whenever in doubt—call the Lake Forest Hospital Emergency Department, 234-5600, Extension 683, 684, or 685 and ask for advice. Use of the emergency room should be limited to cases of a true emergency (severe respiratory or severe bleeding problems, borken bones, poisoning, severe drug reactions, etc.)

The College constantly reviews its Health Care Plan. Comments and suggestions are invited by the Office of the Dean of Student Affairs.

## MEDICAL SUPPLIES

Aspirin, thermometers, band-aids, cold pills, are available from the Head Resident in an emergency. During the day these things should be acquired from the Health Office. The Health Office should be notified if you are ill. They will arrange to have your meals picked up for you.

# SECTION V
# STUDENT LIFE

## COLLEGE COMMONS

The Commons area serves as the hub of the campus community. Suggestions for developing and promoting recreational, cultural, and social programs in the Commons should be made to the Office of the Dean of Student Affairs.

## DINING HALL (See: Food Service)

## COMMONPLACE

Commonplace houses the student snack bar, vending machines and a microwave oven. The room serves as an informal recreation spot with a television available on the indoor balcony.

## MAIL BOXES

Mail Boxes are located on the main floor of the Commons building. There are also slots for outgoing campus and U.S. mail.

## PUB

The College pub is located in the basement of Commons. The pub serves beer and wine to students 19 years of age or older. Students are *not* allowed to take beverages out of the pub.

## PIERSON ROOMS

The Pierson rooms function as private dining and conference space. The rooms may be reserved by contacting the Commons desk during regular office hours. In case of cancellation, please notify the personnel at the Commons desk immediately. Pierson rooms A, B, and C are located opposite the mail boxes.

## BOOKSTORE

The Bookstore is located across from the pub. (See Bookstore in Section II)

## GAME ROOM

The Game Room is adjacent to the pub; billard tables, bowling lanes, and pinball machines are available.

## BULLETIN BOARDS

Bulletin Boards list daily campus events, job opportunities, events in Chicago and other important notices. All notices should be approved and stamped in the Office of the Dean of Student Affairs. before they are posted in this area.

## CAMPUS ACTIVITIES SATELLITE OFFICE (C.A.S.O.)

The (C.A.S.O.) office is adjacent to the bulletin board area in the central part of the Commons. One office function includes the procurement of tickets to concerts and other events. Students may get International Student ID cards and travel information in the office. Drawings are held weekly for free concert and symphony tickets. Complete information on places to go and special events in Chicago are also available in the office.



## COMMON'S RULES AND REGULATIONS

1) Animals are not permitted in the building
2) Furniture may not be moved from one room to another except when approved by staff personnel
3) No one is permitted to remain in the building after closing hours
4) SEE NOTES UNDER BULLETIN BOARDS regarding their use
5) Solicitations are prohibited unless authorized by College personnel.

Considerate cooperation by all members of the College community is necessary for the efficient operation and maintenance of the Commons building.

## THE LIBRARIES

Library Staff

| | | |
|---|---|---|
| Arthur Miller – College Librarian | | Ext. 489 |
| Joanne Lee | Reference<br>Inter-library loan<br>Admission to other libraries<br>Government documents | Ext. 488 |
| Sarah McGowan | Administrative, including<br>–overdue books an reserve problems<br>–employment of library student assistants<br>–photocopiers | Ext. 488 |
| Joel Lee | Technical Services<br>(acquiring and organizing materials) | Ext. 489 |
| Anne Mirza | Cataloguing<br>Audio-visual | Ext. 489 |
| Edna Keller | Supervisor, circulation and reserve desk<br>Periodicals | Ext. 489 |
| Mary Guenin | Technical Services Assistant | Ext. 489 |
| Margot Rice | Science Library (afternoons) | Ext. 407 |

The main college library collection is located in the Donnelley Library on middle campus; other service points, however, are the Freeman Science Library which houses the applied sciences collection and the Math Library (current

periodicals) in room 103 of College Hall. Several business periodicals and books on management are received by the Advanced Management Institute which is located on south campus.

For its size, Donnelley Library's strengths are in U.S. history, including North American Indians, Black studies, British history, the World Wars, economics, English language and literature, environmental studies, urban affairs, and local and regional studies. The college is fortunate to have several special collections of note. These collections include the Stuart collection of Scotiana, the Garrett Leverton Memorial Library in theater and the Hamill collection in humanities and rare books. In microform the library boasts complete runs of the *New York Times* and the *Chicago Tribune*, the *Chicago Defender* (1901-1956), Underground Newspaper Collection produced by Bell and Howell, Jeffersonian Americana, German War Records, National Archives, Slavery Source Materials, and the Federal Writers' Project Slave Narrative Collection.

Faculty members are permitted unrestricted borrowing of the college's books collection. However, it is recommended that books be returned immediately after use so that they will be available for other readers. Periodicals and reference books which usually must remain in the library may, on occasion, be taken from the library on special short loans by making previous arrangements with library. At the end of each academic year, the library staff requests that each faculty member return or renew all books charged out in his name.

A reserve collection is maintained for faculty members who wish to make special reading assignments easily available to members of their classes. Also, some extremely popular or heavily used items are kept on permanent reserve. To place material on reserve obtain card forms from the circulation desk, fill them in and return them to the supervisor on duty.

The Audio/Visual Center has been organized as a central taping and dispatch area. Audio or visual hardware and software for classroom use may be obtained from the Center; however, it is advisable to make arrangements a day or two in advance to insure availability of equipment. In a like manner, cassette tapes that need to be made for course use should be ordered by filling in a requisition form at the Center at least a week in advance. For extensive listening assignments arrangements should be made several weeks prior to the beginning of the term to guarantee the availability of the tapes at the time of class assignments.

The library has photocopying facilities for both paper and microfilm formats. For photocopies that do not require high quality reproduction, faculty members may have key access to the vending machines in the public part of the library. For high quality reproduction the library has a Xerox 1000 machine which can be used. To do so, secure your academic department's "autotron" counter and ask the staff in the Technical Services area of the library for the key to the Xerox room.

## REFERENCE

Donnelley Library's bibliographic center consists of four, easily accessible parts, and is the place to begin your library work. The reference desk is at the entrance to the library and is manned most of the regular library hours. Ask questions, it flatters the librarians. Immediately past the reference desk is the card catalog, organized to make book retrival easy. The periodical indexes and the reference books (clearly labeled) complete the access center for research materials.



Besides helping the student use his own library, the reference staff regu works with students to obtain materials from outside sources. The "interlibra loan" desk is directly behind the reference desk. Forms and assistance may be obtained here. The Library is affiliated with a number of library cooperatives which make it possible for students to obtain free photocopies of periodical articles not in the library, as well as books on loan. In the event that a student's research would be best served by visiting one of the many special libraries in the area, permission can be obtained through the reference desk.

## GOVERNMENT DOCUMENTS

The library's growing collection of government documents is an important source of current information, particularly in the social sciences. U.S. Government publications are housed in the lower level and are shelved according to the superintendent of documents classification. Two useful indexes for locating these federal documents, the *Monthly Catalog* and the *CIS Index*, ARE LOCATED in the index section of the refernece area. Many state and local documents have been acquired for the regional studies program and may be located through the card catalog.

## DONNELLEY LIBRARY

| | | |
|---|---|---|
| *Hours:* | Mon.-Thurs. | 8:00 a.m. - 12 midnight |
| | Fri.-Sat. | 8:00 a.m. - 10:00 p.m. |
| | Sunday | 10:00 a.m. - 12 midnight |

*The Art Collection:* Arts books shelved west of the current periodicals on the main floor. Art periodicals and reference books are shelved in sequence in the main collections.

*Security:* When exiting, please have your books and baggage inspected at the circulation desk. Thank you!

*Faculty Study Area:* The north wall of the second floor has been set aside for the use of the faculty, including emeritus professors.

*Northwestern's Library:* Because of a change in N.U.'s admissions policies, students should see an L.F.C. librarian *before* going to the N.U. library.

Donnelley Library's lower level houses the government publications collection, the Group Study Room and the microform collection and readers. The separate room for the microforms provides a dark and quiet atmosphere allowing for effective use of microprint materials, while the Group Study Room localizes noise and promotes an independent study environment elsewhere in the library.

In all, the layout is structured to facilitate your use of library resources making efficient use of everyone's time and stimulating good research and study habits.

## FREEMAN SCIENCE LIBRARY

| | | |
|---|---|---|
| *Hours:* | Mon.-Thurs. | 8:30 a.m. - 11:00 p.m. |
| | Fri. & Sat. | 8:30 a.m. - 5:00 p.m. |
| | Sunday | 1:00 p.m. - 11:00 p.m. |

Closed holidays, vacations, summers

MAIN FLOOR

Bibliographic Center (located on the north side)

1. *Reference Service.* The reference desk is situated immediately inside the main door, adjacent to the library's access tools. At times when the reference librarian is busy or the desk is unattended, please consult the librarians in the administrative offices just east of the reference desk or in the Technical Services room a few steps to the north.

2. *Access to books.* The card catalog provides the primary access to books in the college's libraries. It has two parts; one section is an alphabetical listing of books by author and title, the other an alphabetical listing by subject. We use the Library of Congress classification system; the call number indicates the book's location in the library.

3. *Access to periodicals.*

   a. Library holdings. The periodicals visible file is located on the bookcase just west of the card catalog, and is arranged alphabetically by title. It is a record of the college's periodical holdings. A card file is available at the reference desk listing periodical holdings at the public library, Barat College and other nearby locations.

   b. Periodical Contents. The indexes and abstracts are located west of the card catalog. These publications provide an author, title, and subject access to the articles appearing in journals, newspapers, government publications and collections which have appeared in book form. A subject listing is posted to assist in locating appropriate index or abstract titles.

4. *Access to materials not in the library.* Book catalogs on the north wall of the bibliographic center can assist patrons in locating research materials available for use in Chicago, on interlibrary loan, or by purchase.

   a. *National Union Catalog.* – A list giving bibliographic information of reported library holdings throughout the U.S.

   b. *Union List of Serials, New Serials Titles* and the holdings lists of periodical services in which LFC participates. These lists are similar to the *National Union Catalog* except the reportings are for periodicals.

   c. *Books in Print* and related listings of available materials. These materials are used in preparing book order requests. Also, bookstore order forms are available at the reference desk.

5. *Pre-cataloged books, or "Fast Cat".* As soon as new books arrive they are assigned temporary numbers in subject arrangement and made available to users. They circulate for the regular loan period. When complete cataloging is available, these books enter the regular stacks. Browsing in the "Fast Cat" section can supplement and up-date references found in the card catalog.



6. *Pamphlet file.* Blue cards in the subject card catalog refer to materials arranged in the cabinets adjacent to the card catalog. The materials are arranged alphabetically by subject.

*Reference Stacks.* The reference stacks are located at the center of the main floor for easy access. These books are distinguished by a plus (+) over the call number. Some major types of reference books are encyclopedias and dictionaries, yearbooks and almanacs, general bibliographies, handbooks, atlases, directories and concordances. These books must be available for reference at all times, so they are not permitted to leave the library.

*Periodicals.* Current periodicals can be found on the south side of the main floor; back issues are located at the west end of the same floor. An alphabetical listing of the periodicals is located on a visible file near the indexes. Periodicals for art and for mathematics are out of sequence. Art periodicals are located in the art reference area, west of the current periodicals. Math periodicals are located in College Hall on the second floor. See a librarian or a member of the mathematics faculty for access. (Biology, chemistry, and physics periodicals are in the Science Library).

*The Art Collection.* The art collection is housed just west of the current periodicals. All books, magazines and reference works relating to art are found here.

*Loan, Reserve and Check-out Desk.* The circulation desk is located to your left (south) as you enter the library. Here you can charge books to take out of the library, renew books, or request a reserve book. All books should be returned here by placing them in the book return slot.

*Cassette Tapes.* From the A.V. Room on M-F 1:00-5:00, 6:00-10:00; on Sat. 12-5:00; and on Sun. 12-5:00, 6-10.

*Meeting Room.* The room adjacent to the listening area provides a space for library orientation sessions and other meetings. When no meeting is in progress it is available for group study and quiet conversation.

*College Catalogs and Job Placement Material.* The library has a substantial collection of graduate school catalogs and material pertaining to jobs and careers, including books on writing resumes, taking interviews, etc. These materials are located on the south wall of the reference stack area.

SECOND FLOOR

*Book Stacks.* The general collection, except for art books, is located on the second floor.

*Treasure Room.* Immediately east of the stairs is the Treasure Room. College catalogs from previous years, *The Foresters* and rare, unusual or valuable books are housed here.

*Quiet Area.* The whole of the second floor is a quiet area reserved for individual study only. For group study please retreat to the Group Study Room on the lower

level and for quiet conversation please use the main floor meeting room, when available, or the stairwells at the west end of the building.

LOWER LEVEL

*Government Documents.* Most official documents which the library receives from the federal government on depository are located on the lower level and are arranged by Superintendent of Documents classification.

*Microfilm Room.* The microprint collection, microform readers, and a coin-operated microform reader printer are in the room to your left as you go downstairs.

*Group Study Room.* A group study room is located toward the rear of the lower level. Please use this room whenever your study requires more than an individual effort.

*Typing Carrels.* Typing carrels are located in the Group Study Room.

*Photocopying facilities.* Nickel copy machines are located in the Group Study Room. A Xerox 1000, for finer quality, can be used for ten cents a copy by asking the administrative assistant for help.

SERVICES AND PROCEDURES

*Borrowing.* Along with acquiring and organizing the books and guiding users to information, the librarians also establish procedures for the rationing of library materials among those who need them. At Lake Forest College, the procedures attempt to focus primarily on regulating and monitoring the use of those materials most in demand. Short loan periods, in effect, ration all materials indiscriminately. On the other hand, we extend long-term loans for less frequently called-for material while seeking to control carefully frequently consulted, reference and valuable materials.

1. *Charging out books.* Present your student identification card along with the desired book at the loan desk.

2. *"Instant Recall".* Any book can be recalled at any time regardless of when it was originally charged out. (See recall reserve.)

3. *Recall Reserve.* If you have a book which has been recalled, but you still need it yourself, request the circulation assistant to place it on "recall reserve". The book will be assigned a three day reserve status so that all interested parties can make use of it. In this way we hope to provide the utmost access to the most sought-after books and in so doing inconvenience fewer people.

4. *Reserves.* All items on reserve can be found by perusing the reserve card drawer under the course name and number. All reserve books are located behind the charging desk and can be obtained by filling in a request card and handing it with your I.D. to the desk attendant for charging.



5. *Non-circulating materials.* Periodicals, reference, and Treasure Room book and microforms can not be charged out.

Student and faculty leaving campus, except for term breaks, are responsible for returning all library materials before they depart. Any book not thus returned, or if it is recalled and cannot be retrieved will be reordered and charged to the absent patron, along with processing costs of $10.00 per item.

*Interlibrary Loan and Photoduplication.* When patrons are able to do their preliminary bibliographical search for a project one to two weeks before they need to begin work in earnest, the library staff can assist them to expand significantly the range of materials available to them through interlibrary loan and the ACM periodical bank.

If he starts early, the Lake Forest student has as much available to him, or more, than a student in a large university library. For any item you cannot locate in this library, fill in the proper forms at the reference desk. You will be required to provide complete bibliographic information as well as the source of this information. If you have a time limit, be sure to indicate it.

*Smoking/Non-smoking Areas.* To help provide a comfortable atmosphere to everyone, specific areas have been designated for smoking and non-smoking. Please respect these assigned areas and the people's preferences using them.

SPORTS CENTER and FIELD HOUSE

Maplewood and Sheridan Roads, South Campus

The Sports Center provides facilities for a variety of group and individual activities.

Facilities

Facilities are available for racquetball, paddle ball, squash, handball, basketball, volleyball, badminton, tennis, wrestling, weight training, gymnastics, dance, hockey, ice skating and swimming.

Sign-up sheets are available for the handball and squash courts.

Saunas and Pool

Men's and women's locker rooms are equipped with saunas. The swimming pool is open when posted, and swim attire is required.

FALL SPORTS CENTER HOURS

FACULTY, STAFF, STUDENTS

Gymnasium

8:30 a.m. to 11:30 a.m., 1:30 p.m. to 10:30 p.m.
Monday through Friday

1:00 p.m. to 6:00 p.m.
Saturday and Sunday

**Swimming Pool**

11:30 a.m. to 1:30 p.m.
Monday through Friday

7:30 p.m. to 9:30 p.m.
Monday, Wednesday, Thursday

1:00 p.m. to 6:00 p.m.
Saturday and Sunday

**Handball and Squash**

1:30 p.m. to 10:30 p.m.
Monday, Wednesday, Friday

1:30 p.m. to 5:30 p.m.
Tuesday, Thursday

1:00 p.m. to 6:00 p.m.
Saturday and Sunday

**Sauna**

11:30 a.m. to 10:30 p.m.
Monday through Friday

1:00 p.m. to 6:00 p.m.
Saturday and Sunday

**Weight Room**

8:30 a.m. to 10:30 p.m.
Monday through Friday

1:00 to 6:00 p.m.
Saturday and Sunday

Hours for winter and spring terms will be posted.





## VEHICLE RENTAL

The Physical Plant has one (½ ton) pick-up truck and two (12 passenger) vans available for rent to recognized student groups. Vehicles may only be used for college connected activities. Drivers have to have an operator's license and be certified by the Physical Plant as being authorized to drive these vehicles. Each driver receives seven minutes of instruction on the proper use and administrative handling of the vehicles. The cost will be 10 cents a mile plus $1.00 an hour. Twelve hour periods cost $8.00 plus 10 cents a mile. Twenty-four hour periods cost $12.00 plus 10 cents a mile. Minimum charge is $3.00. Reservations must be in advance.

## LOANS

Short term loans are available in the Office of the Dean of Student Affairs. The loans are normally made due and payable during the term incurred. Special circumstances may require payment to extend beyond the term or school year. There is always a normal interest charge to cover the cost of providing this service.

## STUDENT EMPLOYMENT

Students interested in obtaining employment on campus should see the Director of Financial Aid. Students interested in securing employment off campus should see the Director of Off-Campus Employment and Placement.

## ALCOHOLIC BEVERAGES, DRUGS

(See Judicial System, Section III)

## STUDENT GOVERNMENT (Also see the Governance Section)

The student government is comprised of two segments. The Executive Committee and the General Assembly are the two parts. The Executive Committee makes allocations to student activities, sends representatives to other committees, makes the appointments to other campus and trustee committees, and allocates office space.

The General Assembly may veto legislation passed by the College Life Committee or the Executive Committee by a two-thirds vote of its membership. The assembly is comprised of representatives from each housing unit. These people represent the students, and students should feel free to bring complaints to them. The student government is not powerless so long as people recognize and use their representatives.

The administration and the Trustees welcome and accept student opinion and respond to pressure when that pressure is visible.

## STUDENT ORGANIZATIONS

There are a number of student organizations at Lake Forest College. Without

exception, they are student led, student oriented and student initiated.

A list of student groups includes: The Stentor, the campus weekly newspaper; WMXM, the student operated FM station, broadcasting at 88.9 on the FM dial; The Film Series; The Garrick Players, the student drama club; Silenus, the school literary magazine; The Yearbook; Afrikan Students for Afrikan Liberation; Black Ensemble; Black Rap, a paper published by black students on campus; Cheerleading; Madrigal Singers; Christian Fellowship; International Students Organization; Jewelry Club; Lacrosse Club; Microtheater; Am Yisrael Chai, a Jewish fellowship group; Asian Alliance; Collages, the Foreign language magazine; the Outing Club; Photography Club; Ra, the committee organizing a weekend festival in honor of the Egyptian God of the Sun; Intramural Sports; Student Art Exhibit; Student Guide Service; Volunteer Services, students offer their services to the surrounding community; Waterpolo; Yoga; and the monthly literary magazine, "For What It's Worth."

Contact the Student Government Office or the Office of the Dean of Student Affairs for more information on student groups and organizations.

## FUNDING

Student Government receives approximately $60,000 from student activity fees. To be considered for funding, student organizations must submit a budget request, each term, to student government. The request is then reviewed by the General Assembly and action is taken on the request. Allocations are made on a term-by-term basis and student government continually reviews the amounts funded to each group to insure their proper utilization.

All contracts and work orders must be co-signed by the Student Government treasurer. Student organizations may only use their funds for the particular activities and events that are designated in the original allocation. Approval must be obtained from the General Assembly before a student organization can alter their budget.

## STUDENT GOVERNMENT COMMITTEES

In the fall, applications are solicited for various student government committee positions. These appointments are made for a period of one school year and they are subject to review.

## OTHER GOVERNANCE BODIES

*College Council*–The CC is a joint student/faculty senate. It is composed of four professors, three students elected by the student body, one member of the Student Government Executive Committee, and two members of the administration. The CC makes recommendations to the President on areas of campus-wide concern. Any suggestions for major changes should be brought to their attention.

*College Life Committee*–The CLC is composed of the Student Government President, three students, two faculty (nominated by faculty, elected by students), and the Dean of Student Affairs. The CLC is also an advisory body to President Hotchkiss. It recommends policies on health, food, housing, psychological services,



career planning, athletic programs, and athletic and recreational facilities. In short, it deals with all non-academic life.

*Academic Policies Committee*–The APC (6 faculty, 3 students, and the Dean of the Faculty) is the academic counterpart of the CLC. They discuss academic policies but students can only voice dissatisfaction in the form of an opinion to the entire faculty.

*Co-Curriculum Committee*–The CCC is set up to coordinate campus events. Most of this coordinating and organizing is done in cooperation with the Office of the Dean of Student Affairs.

*Educational and Research Resources Committee*–ERRC recommends policies for the library, computer center, bookstore, et cetera. Most of their work can be done without a committee.

Other committees include the Faculty Personnel Policies Committee, and the Long Range Planning Committee for Academic Goals.

## CAMPUS ACTIVITIES

The Campus Activities program is coordinated by the Dean of Student Affairs office in conjunction with Student Government, the Co-Curriculum Committee, the Student Cultural Committee, and others.

The Campus Activities program includes the planning and sponsorship of social, cultural and special academic events, maintenance of the Master Calendar (scheduling and reservations), publicity via the *Capsule*, distribution of complimentary tickets for special events in and around Chicago, coordination of activities with Barat College, and some services regarding international student travel.

The main office for Campus Activities is in room 17, College Hall, while satellite services are provided in Durand Commons. (See COMMONS)

## SMOKING

No smoking is allowed in any classroom (except seminar rooms), studio, laboratory, library lounge area, the auditorium, the fieldhouse, or the Chapel. Faculty members are asked to cooperate with this regulation from smoking in these places and by requiring student adherence to this rule.

## MOTOR VEHICLES

All vehicles on campus must be registered with the College. Commuting students plus resident sophomores, juniors and seniors may have cars. Cost for registering a vehicle on campus is as follows:

| | |
|---|---|
| Resident student: | $30.00 per year |
| Commuting student: | $20.00 per year |
| Motorcycles: | $10.00 per year |

Students not eligible must obtain prior written permission before bringing their

car to the campus. State license plate registration and driver's license must be shown in order to obtain a permit. Public liability-propery damage insurance is required.

TEMPORARY PERMITS FOR STUDENTS NOT ENTITLED TO REGULAR PERMITS

Temporary permits for a period not exceeding two weeks (maximum three per year) may be applied for at a $1.00 charge. STATE LICENSE PLATE REGISTRATION AND DRIVER'S LICENSE MUST BE SHOWN.

DRIVING RESTRICTION

Students not entitled to have their own cars on campus may not drive cars of others. Students must recognize the authority of the campus patrol officers or lose their permit at once.

Motorcycle driving on campus is limited to the roads leading to motorcycle parking areas. They may not be driven around campus.

PENALTIES

Registered vehicles, including motorcycles, $5.00 per ticket. Tickets may be appealed to the Director of Security. Proof of successful appeal must be presented to, or tickets paid at, the Business Office.

Tickets must be paid or successfully appealed *within 7 days of issuance.* After 7 days, fines will double and will be added to the student's account at the Business Office. If a student has successfully appealed a ticket, but has not acted within the 7 day period, there will be a $5.00 service charge for removing the fine from his account.

Parking privileges will be revoked if a student accumulates three unpaid tickets or if any vehicle accumulates six or more violations per year. (Registered car owners are responsible for all citations received by their cars). When privileges are revoked the permit must be scraped off, the remains surrendered, and the vehicle removed from campus. A $25.00 fine and/or such action as the College deems appropriate will be imposed if the vehicle is on campus at any time after revocation of the permit.

Unregistered Vehicles: Same as above, except that if three tickets have been received before the vehicle is registered, no registration will be allowed and the vehicle must be removed from the campus for the year.

Failure to pay tickets or to remove a vehicle whose registration has been cancelled may result in further action by the College.

"Special Notes":

1. Driving or parking on grass or sidewalks will result in appropriate action by the College, including, but not limited to, the loss of parking privileges and loss of the vehicle permit. In addition, driving on grass will result in substantial fees. Students may be held responsible to effect repairs.
2. False registration results in loss of permit.
3. Reckless driving will also mean the loss of permit.



4. In addition to the stated penalties, the College may impose such disciplinary action as it deems appropriate.

MISCELLANEOUS: Inoperable cars due to any reason must be removed immediately to the proper parking area by owner. Tickets will be issued to violators. Unregistered vehicles and improperly parked cars may be towed and/or stored at owner's risk and expense.

CAMPUS RECRUITERS

No student may obstruct other students from access to an exchange of information with a speaker, recuiter, or representative who has made arrangements for his visit with the college.

No speaker, recruiter, or representative who visits the college shall be permitted to take photographs of demonstrators or in any other way intimidate students from exercising their right to demonstrate peacefully.

SOLICITORS

No salesmen are permitted in the residence halls without approval of the Office of the Dean of Student Affairs.

SPEAKER POLICY

The following excerpt from the resolution adopted by the Board of Trustees on December 2, 1963 is quoted here:

> . . . Lake Forest has long recognized that academic freedom for its faculty and students is not a privilege granted by administration and trustees, but an absolutely necessary atmosphere without which excellence in education cannot be attained. If the quest for truth is not free, then both the quest and the truth are seriously endangered. Every teacher and every student at Lake Forest enjoys the rights guaranteed to all Americans by the Constitution of the United States and the privileges traditionally accorded all members of the academic community, both in the classroom and outside of it . . . in its policy governing this appearance of outside speakers on the campus, Lake Forest College seeks only to be assured that such speakers are willing to engage themselves in a rational dialogue with faculty and students, in a give and take of free discussion.

Student organizations must keep in mind that the sole purpose of inviting a speaker is to contribute to the aims of the College as a center of free inquiry and sound learning. To assure that a speaker is the kind of person whose method of presentation is appropriate to the atmosphere of a liberal arts college, the following procedures must be followed:

1. Only organizations officially recognized by the College may invite a speaker to the campus.
2. Before inviting a speaker, student groups must obtain the written approval of

the Dean of Student Affairs.
3. In case the Dean of Student Affairs feels that a particular speaker is undesireable, the General Policies Committee will automatically review the case before a decision is given to the applying group.

In May of 1966 the Board of Trustees supplemented that statement as follows:

The College is desirous of continuing that policy, opening its doors to all points of view. It seeks, also, however, to insure that invited guests of the College, or of groups within the College, will be treated with courtesy and respect, and accorded the dignity due to them as human beings, no matter how strongly persons in their audiences might disagree with their ideas.

The College Administration and Trustees, therefore, set forth the College attitude as follows:

1. The College, out of simple courtesy, wishes to protect its guests from insults and indignities.
2. The College seeks to preserve a forum open to all. Freedom of inquiry in a liberal arts college takes precedence over freedom of public demonstration.
3. Picketing or demonstrating are appropriate tools only where the rational processes of discussion have broken down so that negotiations or dialogue is no longer possible.
4. The College wishes to make it clear that outsiders who are not members of the College community and who seek to intervene or agitate on College property, will be treated as trespassers.
5. Further, in order to preserve an orderly atmosphere and avoid possible embarrassment to invited guests, the College will prohibit two speakers representing opposing viewpoints on the same date, unless the events have been appropriately arranged in advance and unless both speakers have full prior knowledge and acceptance of the circumstances of their invitation.
6. The College neither has, nor desires, authority to prohibit its students from participating as individuals in picket lines or peaceful and lawful demonstrations off campus on behalf of causes which they are in "sympathy" with.

## PROPERTY LOSES–STUDENT LIABILITY

Lake Forest College does not provide insurance for students' personal belongings such as bicycles and hi-fi sets. If you sustain a loss it will be your loss and your responsibility to replace that loss. We recommend that you make arrangements for insurance to cover personal belongings.

## COLLEGE NEGLIGENCE

In the event that there is the possibility of neglience on the part of Lake Forest College, the alleged damaged property must be immediately examined by a representative of the College, preferably the Security Department. This is not a valuation procedure; merely an establishing of loss.

College negligence will subsequently be reviewed. Those claiming such neglience must advise, in writing, the Business Office with a copy sent to the Office



of the Dean of Student Affairs.

If settlement is made, the recipient must sign a statement that no claim is bei made to an insurance company.

## KEYS TO ACADEMIC BUILDINGS

Occaisonally, students are provided with keys to academic and other buildings for convenience in their work and to aid others. It is assumed that the student will use the keys responsibly. *NO* campus keys are to be duplicated.

## FINES

Fines will be levied for violation of housekeeping regulations involving non-emergency use of fire extinguishers, unauthorized room changes, and the illegal possession of college-owned property.

## MONEY LOST IN CAMPUS MACHINES

Refunds on laundry and school machines are made at the Purchasing Department. Soft drink machines are generally run by the residence hall.

## STUDENT IDENTIFICATION CARD

The student identification card is furnished by the College for your use as a means of personal identification as a Lake Forest College student and represents your membership in the College community. It remains the property of the College and must be returned to the Office of Student Affairs, when you are no longer enrolled. Carry the I.D. card at all times. It must be presented upon request to any College official.

## PLACEMENT

The College maintains a placement office for students and alumnae. All manner of post graduation employment and graduate school information is available.

## MAIL SERVICE

Students are assigned a mailbox, located in Commons. The proper form of address for letters and parcels is:

L.F.C. Student
Box XXX (your number)
Lake Forest College
Lake Forest, Illinois 60045

All returning students will retain the mailbox number used during 1974-75. All correspondence from the college will be directed to this number.

## SUMMER SCHOOL HOUSING

Space in a dormitory for summer housing is provided for students who wish to

pursue their educational studies, research, or work for various enterprises on the college campus. The college does not gain any benefit from this arrangement. In return we feel we can expect complete cooperation from those who undertake this opportunity of obtaining such reasonable housing. We are happy to provide housing while the need is there, but when the job is finished or summer school is over, the student is expected to vacate the dormitory.

Applicants for housing may sign up in the Dean's Office and must fulfill one of the following requirements:

1. Undergraduate college student attending summer school at LFC.
2. Students employed by Gordon White for jobs on campus.
3. Students who are needed by faculty for special projects (letter of request should accompany application).
4. Foreign or non-resident U.S. students who have received permission from the Dean of Student Affairs to stay.

Cost: $2.00 per day to be paid preferably by the month, if necessary by the week. Monthly payments should be paid by the Wednesday of the first week. Weekly payments should be made by Wednesday of the current week. No resident may be in arrears more than one week.

Board: There is to be *absolutely no cooking in the room.* The kitchen will be available for occasional meals. Szabo will have meal tickets for sale. $25. worth of food for $20.

Linen Service: Mean Services will take order for individual linen service. This can be arranged by calling 623-1050. The cost will be $1.15 per week for a minimum of 6 weeks.

Keys: Will be handled by the Head Resident who will receive a list of legitimate residents from the Dean's Office.

TRAVEL AND LODGING INFORMATION

*Shipping Information*

Trunks–boxes–anything you wish to send ahead should be addressed to *Physical Plant, Lake Forest College, Lake Forest, Illinois 60045.* These will be stored for you until you arrive.

*Motels and Hotels in the Area*

| | |
|---|---|
| Holiday Inn | Edens expressway and Lake Cook Roads, Highland Park 60035–15 minutes from campus. |
| Holiday Inn | 235 Green Bay Road, North Chicago 60064 15 minutes from campus. |
| Oaks Motel | 5 blocks north of Highway 176 on U.S. 41, Lake Bluff 60044–10 minutes from campus. |



| | |
|---|---|
| Pagoda Motor Inn | U.S. 41 and Buckley Road, Lake Bluff 60044 15 minutes from campus. |
| Ramada Inn | Sheridan Road, Highwood 60040 5 minutes from campus. |
| Shoreline Lodge | U.S. 41, Highland Park 60035 10 minutes from campus. |
| Deerpath Inn | 255 East Illinois Road, Lake Forest 60045 5 minutes from camus. |

*From Train:*

From the Union Station in Chicago, take a cab to the CHICAGO AND NORTH WESTERN STATION (located on Canal and Washington Streets). The UNION STATION is only two blocks walking distance from the C&NW depot, so if you arrive at UNION, and don't have too much luggage, you may want to walk.

Upon arrival at Lake Forest, take a cab to your residence hall (fare is about $1.25). The campus is about fifteen minutes walking distance from the train station.

*From Bus:*

From the Greyhound depot in Chicago, take a cab to the Chicago and North Western train station. Proceed as above under train instructions.

*From Air:*

O'Hare Field is the preferred place of arrival. However, if you do come into Midway, allow an extra 45 minutes for shuttle bus from Midway to O'Hare. Upon arrival at O'Hare, follow instructions for Continental Air Transport.

In order to get to the campus from the airport, use CONTINENTAL AIR TRANSPORT BUS OR RENT-A-CAR. (If you are renting a car, leave the airport on Tollway I-294 North and follow driving instructions below–see second paragraph, "from West"). Continental Air Transport Buses leave O'Hare at the far left of each terminal wing as you face the exit doors from the baggage claim area. See enclosed bus schedule for departure times.

The trip takes about an hour and costs $2.90.

*By Car*

From the NORTH–Take Interstate 94 South from Milwaukee and follow it until just South of the Wisconsin state line. Pick up U.S. 41 and follow it to Deerpath Road in Lake Forest. Exit and turn left (East) on Deerpath. Then follow instructions below.

From WEST & SOUTHWEST–Take Interstate 80 East to I-55. Take I-55 North-East to I-294. Take I-294 (which becomes I-94) North to exit labeled "Town Line Road–Ill. 60" and exit right (East) on Ill. 60. At first stop light, turn left (North) on Ill. 43, which is Waukegan Road. Turn right (East) at first

light (Deerpath Road) and follow instructions below.

From EAST and SOUTH–You can take I-94 through Chicago. Follow signs for U.S. 41 North (I-94 merges with U.S. 41) and exit on Deerpath Road and turn right. See instructions below.

Once on Deerpath Road, proceed East *through* the Lake Forest Business District and straight across the railroad tracks. Stay on Deerpath and at first traffic light turn right (South), onto Sheridan Road (Ill. 42).

## LOST AND FOUND ARTICLES

The "lost and found" is located in the Physical Plant Building.

## HIXON HALL

Hixon Basement–The Hixon darkroom is located in the basement and is reserved for photography classes. It is reasonably well equipped.

There is welding equipment for metal sculpture in the basement. Contact the Art department for more information if you are interested.

Pottery–The basement used to house the facilities for pottery, but the equipment has now been moved to Barat. Arrangements have been made for LFC students to use the equipment.

Hixon Main Floor–Life drawing–A life drawing room has been set up with backdrops and lights in the room adjoining Cafe Hixon.

## MUSIC PRACTICE ROOMS

Durand Institute houses music practice rooms for those interested.

## SELECTIVE SERVICE SYSTEM

Every male citizen and most male aliens must register with the Selective Service System within 30 days before or after his 18th birthday.

Area Office: 1920 Waukegan Road, Glenview, Il. 729-0970

## ROOM RESERVATIONS

Room reservations for on-campus activities are made through the following people:

Sports Center: Mike Dau
Donnelley Gallery: Sally McGowan
Pierson ABC: Millie Guy
Hixon, Commons Cafeteria & Commonplace: Eric Riedel

*All other rooms in academic buildings,* including McCormick Auditorium and Reid Auditorium:

For scheduling between 8:00 a.m. and 5:00 p.m. every day of the week: Peggy Davidson (Dean Radandt's Office)



For scheduling after 5:00 p.m.: Eric Riedel

The *rental* of *any* room or building on campus to an outside person or group is done through Peggy Savosik. Peggy will also handle reservations for *housing* for visiting lecturers and professors.

It will greatly aid in the scheduling of campus events if all reservations are made according to the above listing. *All campus activities* (regardless of the room reserved) should also be noted on the Master Calendar in the Office of the Dean of Student Affairs. This can be done via a phone call or, better yet, by sending a brief, written memo. Please inform the Dean's office if an event has been cancelled, too.

The Dean's office has a key for Hixon and for the projector room in Reid (where the projectors are stored) which may be checked out by a faculty or staff member reserving those rooms. Call the Dean's office to make such arrangements if they are needed.

## HITCHHIKING

The Lake Forest Statutes state, "No person shall stand in any public street or parkway for the purpose of soliciting a ride from the driver of any vehicle."

## OCCUPATIONAL SAFETY AND HEALTH ACT

Lake Forest College is in full compliance with the Williams-Steiger Occupational Safety and Health Act of 1970. The purpose of the act is to assure safe and healthful conditions.

## PRIVACY LAW (How it affects students)

1. *Directory Information*

   The recently enacted amendments to the Family Privacy Act now make it possible to release "Directory Information" to any parties without the written consent of the students. As stated in the Congressional Record, "Directory Information" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, the student's class schedule, the names of the student's parents and academic adviser, and the other information routinely published in the college directory.

2. *Information to Parents of Dependent Students*

   The college no longer needs the dependent student's written consent to send to his or her parents the following information: college bills, grades or other academic information (as appropriate), and other information about the general welfare of the student.

3. *Confidential Information*

Students may not review their parents' financial records without written consent of the parents. In addition, confidential letters and statements placed in the students' files before January 1, 1975 must have their assurance of confidentiality respected. Otherwise, students may inspect their records in the Office of the Dean of Student Affairs.

Persons with questions about the revised law should feel free to consult with the Office of the Dean of Student Affairs.

VIOLATIONS

Repeated violations of rules governing student life and conduct in college-owned living units may subject individuals to College disciplinary action.



## SECTION VI

## CITY OF LAKE FOREST AND THE SURROUNDING AREA

CITY OF LAKE FOREST
City Hall
220 E. Deerpath 234-2600
Police Department
255 W. Deerpath 234-2131
Fire Department
255 W. Deerpath 234-2121
Emergency Ambulance
255 W. Deerpath 234-2121

PLANNED PARENTHOOD FAMILY PLANNING SERVICE
201 Liberty,
Waukegan 244-1620

LAKE FOREST ON A FINE AFTERNOON

The life of the mind at Lake Forest needs an occasional rest without spending any money, without traveling great distances. LFC is ideally located for beautiful walks and biking.

Lake Michigan is an easy 10 minute walk from the college, via any one of a number of winding residential roads. Depending upon which route you take (directions here are useless; trust your sense of direction and keep heading east) you may see old mansions or some stunning examples of contemporary architecture. The lake itself is bordered by a large park and several roadways, one of which leads down a sloping bluff to the lake level parking lot. A set of steps in the middle of the park will also lead you to the lake.

Lake Michigan is currently at its highest level in decades–lakefront property in Lake Bluff and elsewhere is slowly falling to the waves. Thus there is little real beach area. A recommended time to visit the lakefront is sunrise. You'll get an unimpeded view of this spectacle, weather permitting.

The bike riding season is not very long, usually September and October, April and May. While it lasts, the rides along the wooded streets which surround the campus are very restful and beautiful.

MOVIE THEATRES

There are quite a few movie theatres in the area. The Northwestern train will put you within walking distance of the following suburban theatres: Highwood theatre (Highwood stop) is directly across the street from the station; the Highland Park theatre (Highland Park) is one block north and then two blocks east of the station; the Wilmette theatre (Wilmette) is also one block north and two blocks east of the station, the Evanston I and II (Central St.) one block east of the station, and the B&K Varsity and Valencia theatres (Davis St.) are several blocks east of the station. The Davis street stop is also the best way to get to Northwestern University, should you need to use their library.

## CHICAGO

Chicago has the only civic monument by Picasso in North America and is the architectural city of the U.S.; the Hancock building, First National bank, Lake Point Towers, Sears Towers are just a few of them.

Dozens of guide books have been written about the city. We won't attempt such a comprehensive guide, but we'll offer a bit of orientation.

The train may be your only way to get to Chicago. If this is the case, the Northwestern trains leave Lake Forest at 24 minutes past the hour. They are always on time. A round trip ticket to Chicago, the end of the line, is about $3.60. It is a good idea to check the schedule for return trips, especially on the weekends when special schedules are in effect. Be aware, too, that the last train back to the Forest leaves before 1:00 a.m., and there are no other means of public transportation short of chartering a cab.

In the past the college has run a bus into the city on Saturday mornings which returned at 5 p.m. It is the ideal cheap (approx. $1) ride to Chicago.

The train will leave you at the west end of the business district. When you start walking east (over the Chicago river), you pass the Civic Opera House on your left. You are on an east-west street which will take you directly to the heart of the downtown area. Follow the street for about six blocks, and you are there.

There are two major north-south streets; State and Michigan. State Street houses many stores and movie theatres, eating establishments and small specialty shops. Two blocks to the east is Michigan Avenue, which offers a stunning skyline (the Prudential and Hancock buildings, and closer to the lake, Lake Point Towers, a clover-shaped, tinted glass apartment building). On Michigan Avenue you will find the Art Institute of Chicago and its adjoining Goodman Theatre, the Chicago Public Library, and Grant Park.



# SECTION VII

# LAKE FOREST COLLEGE GOVERNANCE

## INTRODUCTION

The Committee on College Governance was appointed by President Hotchkiss in June, 1971; student members were appointed after a preliminary slate was selected by student government and faculty members were chosen in consultation with the General Policies Committee of the faculty.

Beginning in September, the Committee has met regularly, at least once per week, and recently twice a week. It devoted considerable time to a study of governance procedures at other colleges and undertook a detailed survey of the actual governance of Lake Forest College. In accordance with this study, the Committee established the following aims:

1. To provide formal ways in which student and faculty voices can be expressed and heard in matters relating to the governance of the College.
2. To make the process of governance visible to all and to establish channels for substantive communications at all levels.
3. To provide a structure to make matters of co-curricular activities a concern of student, faculty, and administration.
4. To develop a form of governance that will not encroach on the primary functions of faculty, students, and administraters.
5. To establish clarity of authority, responsibility, jurisdiction and their accountability.

Working from the present structure of governance while striving to make it more nearly conform to these principles, the Committee has unanimously recommended the adoption of the attached proposal.

William Martin
Michael Melver
Michael Monahan
John Nelson
Friedhelm Radandt
Ben Ryan
Arthur Zilversmit

## SECTION I
### College Policies

A. COLLEGE COUNCIL

1. Duties:

a. Advises the President.

b. Considers problems and concerns brought to the committee by any member of the faculty, student body, or administration who submits a written request to the office of the President. The Council may place the item on its own agenda if a substantial minority of the Council so decides, or it can refer the matter to an appropriate organ of college governance with the request to keep the Council informed of its disposition of the matter. If there are recommendations on matters of academic policy, faculty personnel policies, educational research and resources, or student life, these recommendations must be referred to the appropriate committee for further study, reports, or recommendations.

c. Advises the President on budget priorities for the College.

d. Supervises and promotes the effective operation of all organs of college governance and acts as court of appeals in cases in which a substantial number of people maintain that an organ of College Governance (including student government) has exceeded, violated, or not fulfilled its constitutional role.

2. Composition:

a. Four faculty members, three to be nominated by the academic divisions in rotation to serve staggered three-year terms. The fourth faculty member, who will serve a one-year term, will be nominated each year from the division which is nominating a member to a three-year term. The entire faculty will elect these two members from a slate of three candidates nominated by the division. The candidate with the most votes will serve the three-year term, and the candidate with the second most votes will serve the one-year term.

b. The President of Student Government.

c. Three students to be elected by the student body at large. Nominations as follows: the Faculty Personnel Policies Committee and the Executive Committee of the Student Government will hold a common meeting ten weeks before the end of the academic year, at which time they will constitute a nominating commmittee. By a two-thirds majority they will nominate a minimum of three, and no more than six students, for election to the College Council.

Students may also have their names placed on the ballot by presenting to the Dean of Student Affairs no later than one week before the election a petition signed by at least fifty students. No student may sign more petitions than there are vacancies for student members at large of the College Council. The petitions will be checked by the Dean of Student Affairs and the Executive Committee of Student Government. The election of students to the College Council will take place two weeks prior to the general student election in the Spring.

d. The President who serves as Chairman.

e. The administrative officer who assumes the role of Acting President when the President is unavailable.

3. Procedures:

The Council will not ordinarily meet in the President's absence, but in case of



emergency it can be called into session by the officer designated as Acting President in the President's absence, who will then serve as Acting Chairman.

The College Council shall elect a secretary from among its members.

B. FACULTY PERSONNEL POLICIES COMMITTEE

1. Duties:

a. Advises the President in establishing policies for appointing, promoting, granting tenure, and formulating policies on fringe benefits, research grants, sabbaticals, and other faculty personnel issues.

b. Through its Promotion and Tenure Sub-Committee advises the President on specific cases of promotion and tenure.

c. Advises the President on faculty appointments.

d. Meets with the three student representatives to the Academic Policies Committee at least twice a year and considers with them the general policy guidelines established for appointments, promotion and tenure.

e. Serves as a committee on committees, advising the President on candidates for faculty committees. The Committee shall whenever possible maintain effective continuity in committee appointments.

f. Nominates faculty members for election to the College Life Committee. Recommends faculty members as representatives to trustee committees. In making these recommendations the FPPC should choose representatives whose role in College Governance Committees enables them to represent a link between on-campus governance and the appropriate committees of the Board of Trustees.

g. Advises the President on the appointment or re-appointment of department chairmen. Each department chairmanship shall be reviewed by the Committee at least every three years.

h. Advises the President on specific applications for leaves.

2. Composition:

a. The Dean of the Faculty.

b. Six faculty members to be elected as follows:

(i) Promotion and Tenure Sub-Committee: three full professors on tenure (ordinarily one to be elected each year) to serve three-year terms. Nomination and election by the faculty at large. These members will not be eligible for re-election to the Promotion and Tenure Sub-Committee for three years. (The Dean of the Faculty is a member of the Promotion and Tenure Sub-Committee.) In no case shall two members of the same department serve on the Promotion and Tenure Sub-Committee.

(ii) The remaining positions on the Committee (ordinarily one to be filled each year): any full-time member of the faculty shall be eligible. Nomination and election to three-year terms by the faculty at large.

(iii) The Committee shall elect its own chairman.

C. LONG-RANGE PLANNING COMMITTEE FOR ACADEMIC GOALS

1. Duties:

Studies and formulates the academic long-range goals of the College and proposes means of achieving them.

2. Composition:

a. Dean of the Faculty.

b. Three members of the faculty, appointed by the President on the recommendation of the Faculty Personnel Policies Committee, for three-year terms (the entire committee to be appointed and replaced at the same time).

c. The Faculty Personnel Policies shall recommend to the President which member of the Committee shall serve as its chairman.

3. Procedures:

a. The Committee shall prepare a master plan, setting forth its views of the College's academic goals and the ways and means of achieving them, projecting current trends into the future, and delineating the College's direction for the next five years. This master plan shall be revised by each subsequent Long-Range Planning Committee on the basis of its research and new developments.

b. It is expected that the Committee will bring into its discussions, for a comprehensive examination of various aspects of the College, the appropriate personnel for extended periods of time, i.e., students, alumni, administrative officers and other faculty members.

c. It is expected that a supporting grant will enable the three faculty members of each Long-Range Planning Committee to participate in the work of this committee during at least one summer.

d. The Committee shall present a formal annual report to faculty, students, and the Trustee's Committee on Long-Range Planning.

## SECTION II
### Academic Policies

A. ACADEMIC ADVISORY COMMITTEES

1. Duties:

Advise departments and major committees on curriculum, appointments, and departmental activities.

2. Composition:

Three majors, elected at a meeting of all majors who then select their own chairperson. It is the responsibility of the Dean of the Faculty to call such elections no later than ten weeks before the end of the academic year and to maintain in his office an accurate list of the members of the committees. In the case of departments or programs not offering a major (e.g. Religion, Education, and the College Scholar Program) three students shall be elected at a meeting of all students taking courses in these departments or participating in these programs.

3. Procedures:

Departments and interdisciplinary committees must meet with their Advisory Committee before making any recommendations to the Faculty Personnel Policies Committee regarding appointments and before submitting any plans for change in the curriculum to the Academic Polcies Committee. (In addition to the Department Chairman's letter on these matters to the Faculty Personnel Policies Committee and/or the Academic Policies Committee, any member of the Academic Advisory



Committee, Interdisciplinary Committee, or of the department's staff may subm letter expressing his own point of view.) A meeting of the Department o Interdisciplinary Committee with its Advisory Committee shall take place at least twice a year. It is the responsibility of the Dean of the Faculty to oversee and to promote the activities of all the Advisory Committees.

B. ACADEMIC POLICIES COMMITTEE

1. Duties:

a. Formulates and discusses academic policies. (Recommendations about the basic structure of the academic calendar are under the jurisdiction of this committee.) In reviewing or proposing academic policies, the Committee shall consider the feasibility of allowing the Dean of the Faculty some discretionary authority in interpreting these rules. The Dean of the Faculty is required to inform the Committee regularly of his interpretation of academic policy in specific cases.

b. Evaluates curricular recommendations made by departments and interdisciplinary committees.

c. Advises the President on the distribution of faculty within the College.

d. Establishes methods for regular student evaluation of courses.

e. Establishes and reviews policies on admissions and financial aid.

f. Clarifies the intent of academic policies at the request of the Academic Appeals Board and reviews the desirability or necessity for changes in the academic rules in light of the actions taken by the Appeals Board and the Dean of the Faculty. At least two times per year the committee must consult with the Director of Athletics and the Librarian in order to coordinate their programs and interests with the other aspects of the academic program.

2. Composition:

a. Six faculty members (two from each division). Faculty candidates for staggered two-year terms shall be nominated by each division and elected by the entire faculty (ordinarily there will be three vacancies).

b. Three students elected as follows: At a meeting of the Academic Advisory Committees at the divisional level three candidates shall be nominated by each division. (Advisory Committees for interdisciplinary majors may choose which division they wish to join for the purposes outlined here.) It is the responsibility of the Dean of the Faculty to call divisional meetings of the Academic Advisory Committees no later than nine weeks before the end of the academic year for the purpose of nominating student candidates for the Academic Policies Committee. Candidates will then be elected at a general college-wide student election, no later than the seventh week before the end of the academic year, each full-time student voting for one candidate in each division.

c. The Dean of the Faculty.

d. Separate chairman and secretary elected by each committee.

3. Procedures:

a. Recommendations for curricular change by departments or interdisciplinary committees must be submitted to the Academic Policies Committee for evaluation. Automatic approval will be granted unless two-thirds of the membership of the Committee determines that the proposed changes have important consequences for the College's academic program. Such decision places

the matter on the agenda of the Academic Policies Committee for discussion and action.

b. When appropriate, the Directors of Admissions and Financial Aid should be asked to meet with the Committee.

c. The Academic Policies Committee's decisions are recommendations to the faculty, to be considered by the faculty meeting (except for those curricular changes to which the Committee has given automatic approval).

C. ACADEMIC APPEALS BOARD

1. Duties:

a. Rules on cases in which students appeal to the Dean of the Faculty's interpretation of faculty rules or in cases in which faculty rules are unclear.

b. Considers and acts on cases and appeals of academic suspension and dismissal.

c. In extraordinary cases, the Academic Appeals Board can grant exceptions to faculty rules, but only by unanimous vote of all three members. The board must report a summary of its actions to the faculty once each term. These decisions may be appealed to the faculty at the initiative of the student.

d. Reports in detail to the Academic Policies Committee at least once per term.

e. Hears appeals from students regarding an instructor's judgment and/or penalty in cases of alleged violation of college policy on academic honesty.

2. Composition:

a. Three faculty members, appointed by the President, on the recommendations of the Faculty Personnel Policies Committee. The Faculty Personnel Policies Committee also recommends which committee member shall serve as chairman. Members are appointed to one-year terms.

b. The Dean of the Faculty and the Registrar are non-voting members. The Registrar serves as secretary of the Committee.

c. The Dean of Student Affairs shall meet with the Board when it hears or judges cases and appeals of academic suspension and dismissal.

d. Three voting student members selected by student government to serve on an annual basis will serve on the board in cases of appeals of alleged violations of college policy on academic honesty.

3. Procedures:

a. Students must present their appeals in writing with supporting evidence to the Secretary of the Board. Students have the right to make a personal appearance before the Board. If they wish to exercise this right, they must state this in their written appeal. The personal appearance is not for the purpose of bringing in new evidence or arguments but can only be used to clarify points made in the written appeal.

b. The Board shall give a written reply to students, informing them of grounds for its decision.

c. The Secretary of the Board shall receive appeals, distribute copies of the documents to committee members, keep all records, and handle all correspondence for the Board.

d. When a student feels that an instructor's judgment and/or penalty in a case



of an alleged violation of college policy on academic honesty is inappropriate the student may submit a written appeal to the Academic Appeals Board, outlining his reasons for considering the instructor's ruling unjust.

The Academic Appeals Board augmented by three voting members selected by student government to serve on an annual basis, will arrange a meeting with the student, instructor, Dean of Student Affairs, and departmental Academic Advisory Committee. After hearing all available evidence in the case, the augmented Academic Appeals Board will deliberate among themselves as to the validity of the instructor's judgment of guilt and penalty. If it is the opinion of at least four of the members of the board that the instructor's judgment of infraction of the rules was incorrect or the penalty imposed was inappropriate, the penalty will be changed in accordance with the board's instructions.

D. EDUCATIONAL AND RESEARCH RESOURCES COMMITTEE

1. Duties:

a. Considers and recommends policies for the library, bookstore, computer center, audio-visual aids, and similar resources.

b. The Committee shall act as coordinator for these aspects of the College.

c. Recommends policy to the administrator directing each resource, the Dean of the Faculty, or the College Council.

2. Composition:

a. The Director of the Library.

b. The Dean of the Faculty.

c. Four faculty members appointed by the President on the recommendation of the Faculty Personnel Policies Committee. Divisional representation should be maintained in the selection of faculty members to serve on this committee. Faculty members are appointed for one-year terms.

d. Two students appointed by the President of Student Government on the recommendation of the Executive Committee of Student Government which will receive written applications for these positions.

e. The Faculty Personnel Policies Committee shall also recommend to the President which member of the Committee shall serve as chairman.

3. Procedures:

When appropriate the Committee shall ask the Director of the Computer Center, the Manager of the Bookstore, or other college personnel to meet with it. The Committee shall issue frequent reports to faculty and students and at least once a year submit a detailed written report.

The ERRC shall not subdivide into permanent or semi-permanent sub-committees.

## SECTION III

### Campus Policies

A. COLLEGE LIFE COMMITTEE

1. Duties:

Considers and recommends policies on health, food, housing, and

psychological services; career planning; athletic programs; and athletic and recreational facilities.

2. Composition:
   a. The Vice President of Student Government.
   b. Three students to be elected by the student body at large as follows: the outgoing College Life Committee will prepare a slate of no less than four and no more than six candidates for the three vacancies. Students will also be able to place their names on the ballot by presenting to the Dean of Student Affairs no later than one week before the election a petition signed by at least fifty full-time students. No student may sign more petitions than there are vacancies for student members on the College Life Committee. The petitions will be checked by the Dean of Student Affairs and the Executive Committee of Student Government.
   c. Two faculty members to be nominated by the Faculty Personnel Policies Committee (at least two names must be submitted for each position) and to be elected to a two-year term by the student body at large at the general student election held no later than seven weeks before the end of the academic year. Ordinarily only one position will be vacant each year.
   d. The Dean of Student Affairs (or a permanent representative from his office, appointed by the Dean of Student Affairs). He shall also attend all meetings of the Student Assembly.

3. Procedures:
   a. The Committee shall elect one of its student members as chairman.
   b. Decisions of the College Life Committee are subject to veto by a majority vote of the entire membership of the Student Assembly.
   c. Decisions of the Committee are also subject to veto by a majority of all full-time students. In order to initiate such a referendum its backers must submit to the President of Student Government a petition with the signature of at least 250 full-time students. Such a petition must be submitted within two weeks of the public announcement of the particular decision objected to (vacation days and final examination periods are not counted). The petitions will be checked by the Dean of Student Affairs and the Executive Committee of Student Government.
   d. The Committe shall designate one of its members as its spokesman at Student Assembly meetings.
   e. All decisions of the Committee are in the form of recommendations to the President.
   f. A faculty member, appointed by the FPPC as faculty athletic representative, and the College Athletic Director shall serve as a committee on athletics. They shall meet with the College Life Committee whenever athletic policies are discussed and shall be entitled to vote on those issues.

B. CO-CURRICULUM COMMITTEE

1. Duties:
   Plans and coordinates campus cultural and social events.
2. Composition:
   a. The Dean of Student Affairs (or a permanent representative from his office, appointed by the Dean of Student Affairs).
   b. The Director of the Off-Campus Cultural Office.



   c. Two faculty members appointed by the President upon recommendation of the Faculty Personnel Policies Committee to one-year terms. The FPPC shall recommend one of these faculty members to be the Committee's chairman.
   d. One student representative from each of the following: Executive Committee of Student Government, Student Film Series, On-Campus Cultural Committee, Off-Campus Cultural Office.
   e. The Committee shall invite representatives from other campus organizations to meet with it.

## SECTION IV
## Student Government

I. It is expected that Student Government will have at least the two following governing bodies: a Student Assembly and an Executive Committee.

A. STUDENT ASSEMBLY

1. Duties:
   a. Meets at least once a month and shall review the decisions of the College Life Committee and the Executive Committee. The Assembly shall have the right to veto such decisions by a majority vote of its total membership.
   b. The Assembly shall elect three of its members to serve on the Executive Committee.

2. Composition:
   The delegates shall be elected by the student body representing the various housing units as well as the non-resident students.

B. EXECUTIVE COMMITTEE

1. Duties:
   a. Administers the affairs of Student Government.
   b. Allocates student budget.
   c. Sends a representative (from its membership) to the College Council.
   d. Sends a representative (from its membership) to the Co-Curriculum Committee.
   e. Recommends two students to serve on the Educational and Research Resources Committee.
   f. Recommends students as representatives to trustee committees. In making these recommendations the Executive Committee should choose representatives whose role in college governance committees enables them to represent a link between on-campus governance and the appropriate committees of the Board of Trustees.

2. Composition:
   a. The President of Student Government.
   b. The Secretary of Student Government.
   c. The Treasurer of Student Government.
   d. Three representatives from the Student Assembly.

II. Should a situation arise when the College Council determines that no student government exists, it shall be the duty of the Dean of Student Affairs to see to it that a student government is formed through elections.

## SECTION V
### Communication

I. Committee secretaries must send copies of all their minutes and reports to the office of the Dean of Student Affairs, with the exception of the Academic Appeals Board which will submit a written summary report at the end of each term.

Note: Where appropriate or feasible, administrative officers may be asked to serve as secretaries to committees.

II. 1. The office of the Dean of Student Affairs shall duplicate and distribute all minutes and reports to the President, the faculty, the Dean of the Faculty, the Office of Information Services, the student newspaper, and the secretary of Student Government.

2. The Office of the Dean of Student Affairs and the Library shall keep complete files of all committee minutes. These files shall be available for consultation to any member of the college community.

3. The Dean of Student Affairs shall issue a weekly abstract of the minutes of all organs of college governance for publication for the college community.

4. The Dean of Student Affairs shall be responsible for insuring that all minutes filed in his office are comprehensive and prepared in the proper format. If a committee secretary fails to provide comprehensive minutes, the Dean shall inform the College Council which shall act on the matter.

III. A section in the student newspaper may be published as needed by the Office of Information Services at the expense of the College to announce:

a. Committee and student government meetings, agendas, reports, and decisions.

b. Campus events.

c. Statements by the President and other administrative officials.

IV. a. The Dean of Student Affairs shall post the minutes and reports of all committees on an official bulletin board located in Commons.

b. The Dean of Student Affairs shall publish an election calendar, giving deadlines for submitting nominating petitions when required for elective offices.

V. All committees shall report early in the academic year to the faculty and the students the major thrust of their agenda for the year.

VI. All faculty or joint student-faculty committees must report regularly at faculty meetings. (The Long-Range Planning Committee is execmpted from this responsibility.)

VII. All administrative officers, i.e., the President, the Deans, the Directors of Admissions, Financial Aid, Development, and the Library shall give frequent reports to faculty and students.



VIII. Student members of the various committees must report about their committee work to Student Assembly at least three times a year. (If several students serve on a committee one may act as spokesman for the delegation.)

IX. All student organizations that identify themselves as Lake Forest College groups must register with the Dean of Student Affairs.

## SECTION VI
### General Procedures

I. The President is ex-officio a member of all committees.

II. The Dean of the Faculty is responsible for conducting all faculty elections.

III. The Dean of Student Affairs is responsible for conducting all student elections, except the elections to the Academic Advisory Committees, which are the responsibility of the Dean of the Faculty.

IV. a.) If the College Council determines that there is a vacancy of an elected position on any committee of College Governance it is responsible for initiating an election that is congruent with the electoral procedures described herein.

b.) If the College Council determines that there is a vacancy of an appointed position on any committee of College Governance it shall ask the appropriate committee to recommend the new appointment.

V. When absolutely necessary a committee has the right to appoint a task oriented sub-committee but only to study special problems and to bring information and policy options to the appointing committee. These sub-committees may be drawn, in part, from outside the appointing committee's membership.

VI. Procedures for Faculty Elections:

a.) 1. Promotion and Tenure Subcommittee of the Faculty Personnel Policies Committee:

No later than ten weeks before the end of the academic year the Dean of the Faculty shall circulate to the faculty a list of the faculty members eligible for election to the Promotion and Tenure Subcommittee. Each faculty member shall vote by secret ballot for one candidate for each position vacant. The Dean of the Faculty shall then prepare a ballot listing the names of the three leading candidates (if there is more than one vacancy he shall list the names of the next three candidates for each additional vacancy). The faculty will then vote by secret ballot, choosing one candidate for each vacancy.

2. Academic Policies Committee:

No later than eight weeks before the end of the academic year the Dean of the Faculty shall circulate to the faculty of each division a list of the faculty members eligible for election to the Academic Policies Committee. Each faculty member shall vote for one eligible candidate in his division for each position vacant. The Dean of the Faculty shall then prepare a ballot listing the names of the three

leading candidates (if there is more than one vacancy he shall list the names of the next three candidates for each additional vacancy). The faculty will then vote by secret ballot, choosing one candidate for each vacancy.

3. The College Council:

No later than six weeks before the end of the academic year the Dean of the Faculty shall circulate to the faculty of each division a list of the faculty members eligible for election to the College Council as divisional representatives. Each faculty member shall vote by secret ballot for one candidate for each position vacant. The Dean of the Faculty shall then prepare a ballot listing the names of the three leading candidates (if there is more than one vacancy he shall list the names of the next three candidates for each additional vacancy). The faculty will then vote by secret ballot, choosing one candidate for each vacancy. The Dean of the Faculty will then prepare a new ballot listing the nominees not elected in the previous election. The Dean of the Faculty shall then circulate to the Faculty a list of all voting members eligible for election to the College Council. Each faculty member shall vote for one candidate by secret ballot listing the top three candidates; each faculty member shall vote for one candidate by secret ballot. The winner of this election shall serve for one year.

4. The Remaining Members of the Faculty Personnel Policies Committee:

No later than four weeks before the end of the academic year the Dean of the Faculty shall circulate to the faculty a list of the faculty members eligible for election to the Committee. Each faculty member shall vote by secret ballot listing the names of the three leading candidates (if there is more than one vacancy he shall list the names of the next three candidates for each additional vacancy). The faculty will then vote by secret ballot, choosing one candidate for each vacancy.

b) 1. The elections shall take place in the order stated in this section under VIa.

2. Election to the College Council, the Faculty Personnel Policies Committee, or the Academic Policies Committee shall make a faculty member ineligible for election to another of these committees.

3. For the purposes of divisional representation on committees the departments are divided as follows:

I
ENGLISH
FINE ARTS
FOREIGN LANGUAGES
PHILOSOPHY
RELIGION

II
ECONOMICS
EDUCATION
POLITICS
HISTORY
SOCIOLOGY AND ANTHROPOLOGY



III
BIOLOGY
CHEMISTRY
MATHEMATICS
PHYSICS
PSYCHOLOGY

Every faculty and joint faculty-student committee elected or appointed shall serve the entire academic year except the Long-Range Planning Committee, which serves three years.

VII. Procedures for Student Elections:

a) 1. No later than the tenth week before the end of the academic year, all nominations by petition for student positions on the College Council must be presented to the Dean of Student Affairs, who shall then prepare the ballot. Elections for the student positions on the Council must be held no later than the ninth week before the end of the academic year.

2. No later than the tenth week before the end of the academic year the Dean of the Faculty shall arrange meetings of all departments and interdisciplinary majors for the purpose of selecting the Academic Advisory Committees. No later than the ninth week before the end of the Spring Term the Dean of the Faculty shall arrange divisional meetings of the Academic Advisory Committees for the purpose of nominating student candidates to the Academic Policies Committee.

3. All nominatinations by petition for the student vacancies on the College Life Committee and for the office of President, Secretary, and Treasurer of the student government must be submitted to the Dean of Student Affairs no later than the eighth week before the end of the academic year.

4. No later than the seventh week before the end of the academic year but not sooner than two weeks after elections to the College Council, the Dean of Student Affairs (with the cooperation of the Dean of the Faculty) shall prepare the ballot and conduct an all-student election for the following positions:

(i) President, Secretary and Treasurer of the Student Government.
(ii) Three student delegates to the Academic Policies Committee.
(iii) Four student delegates to the College Life Committee.
(iv) The faculty delegates to the College Life Committee.

5. No later than the second week after the beginning of the academic year, the Dean of Student Affairs shall arrange elections to be held by each housing unit and by non-resident students for delegates to the Student Assembly.

6. Election or appointment to the College Council, Academic Policies Committee, or the College Life Committee shall make a student ineligible for election or appointment to another of these committees.

b) 1. Terms of Office:

The President, Secretary and Treasurer of the Student Government elected during the seventh week before the end of the academic year shall take office no later than the sixth week before the end of the academic year. These new officers, together with the three current members of the Executive Committee, elected by the Assembly, shall prepare the budget for the following year.

2. The terms of office for all student delegates to the Student Assembly, the College Council, the Academic Policies Committee, the College Life Committee, the Co-Curriculum Committee and the Educational Research Resources Committee shall run from the opening of the academic year until Commencement. However, these students are eligible for re-election or reappointment.

(i) If the delegate to the College Council chosen by the Executive Committee is an officer, he (she) shall continue to serve on the Council until Commencement, notwithstanding the possible election of a successor in the regular Spring election.

(ii) The President of the Student Government shall serve on the College Life Committee from the opening of the academic year until Commencement, notwithstanding the possible election of a successor in the regular Spring election.

3. The terms of office for the Academic Advisory Committees shall be from the time of their election in the Spring Term until the election of the following year.

c) Voting:

Each full-time student may cast one vote for each position on the ballot; cumulative voting is not allowed.

## SECTION VII

### Ratification and Amendment Procedures

I. Ratification:

a) This College Governance shall go into effect upon ratification by a two-thirds vote of all faculty members and full-time students participating in separate ratification elections.

b) Students shall vote by secret ballot during a two-day period. Balloting shall be under the supervision of the Dean of Student Affairs.

c) The faculty shall vote according to its rules at a faculty meeting held after the close of the polls of the student election.

d) The Dean of Student Affairs shall announce the result of the faculty and student vote simultaneously.

II. Amendments:

a) The College Council is empowered to make minor modifications in this College Governance to assure the better implementation of the spirit of this document by unanimous vote. In no case shall such change become effective until

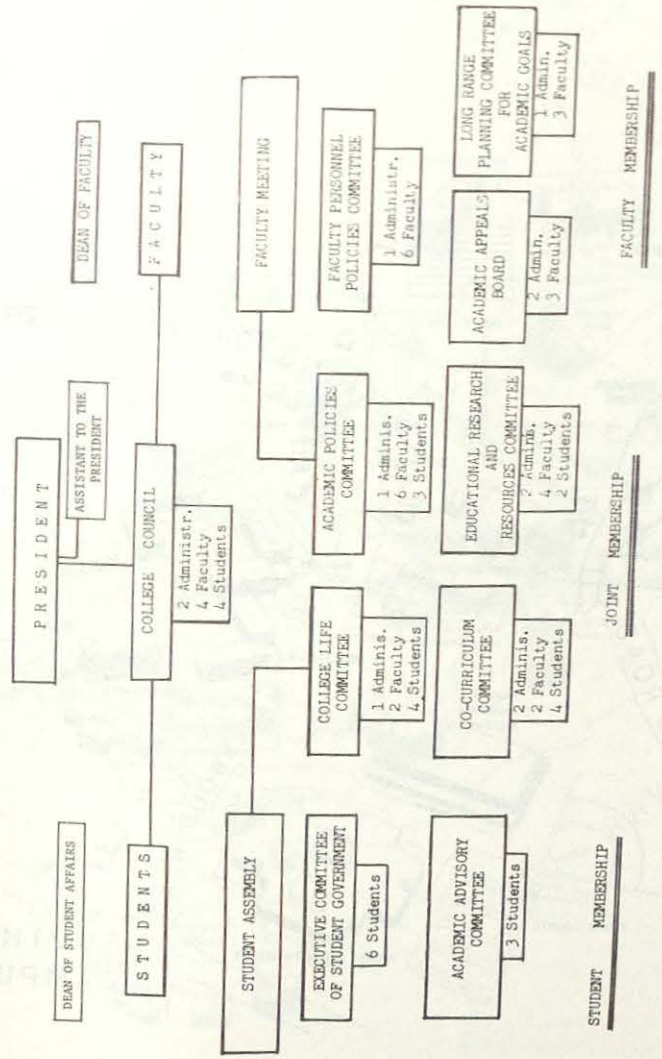


three weeks after their public announcement. If ten percent of the student body or faculty by petition maintain that these modifications are not minor or not in the spirit of the document, such modifications cannot go into effect.

b) 1. Amendments can be proposed by the College Council by a vote of no fewer than eight of its members.

2. Amendments can also be proposed by petition signed by one-third of the faculty or student body. Such petitions must be submitted to the College Council, which shall initiate a ratification referendum.

3. Amendments shall be deemed ratified if they receive the vote of two-thirds of the faculty voting on the amendment and two-thirds of the full-time students voting on the amendment.



# LAKE FOREST COLLEGE *Lake Forest, Illinois*

## *A GUIDE TO THE BUILDINGS*

### SOUTH CAMPUS

**ALUMNI MEMORIAL FIELD HOUSE**
Alumni and friends of the College contributed funds for its building in 1950 as a memorial to Lake Forest College graduates who died for their country in military service. Recently converted into an indoor hockey rink.

**SPORTS-HEALTH CENTER**
The new gymnasium contains basketball, handball and squash courts, a swimming pool, staff offices and health service facilities. Adjoining it are four new tennis courts and a new playing field used for baseball, soccer, and as a practice area.

Dormitories: GREGORY, McCLURE, ROBERTS and NOLLEN HALLS, each composed of two wings, house sixty students per wing.

MOORE HALL, a women's residence, was built in 1892. Originally named East House, it was renamed in 1963 to honor Dr. Herbert McComb Moore, eight President of the College.

**FACULTY HOUSING**
Only a part of the faculty reside on campus, in houses so designated.

THE PRESIDENT'S HOUSE, built in 1961, is the scene of receptions and meetings for students, faculty, alumni and parents.

### MIDDLE CAMPUS

BLACKSTONE and HARLAN HALLS, constructed in 1907, enlarged in 1946 and 1962, used primarily as freshman men's residence halls.

LILLY REID HOLT MEMORIAL CHAPEL, distinguished by its graceful tower and large Gothic vaulted hall, was built in 1899 along with Reid Hall, to which it is connected by cloister.

ARTHUR SOMERVILLE REID HALL, a free adaptation of English university architecture, was the main College library until 1965.

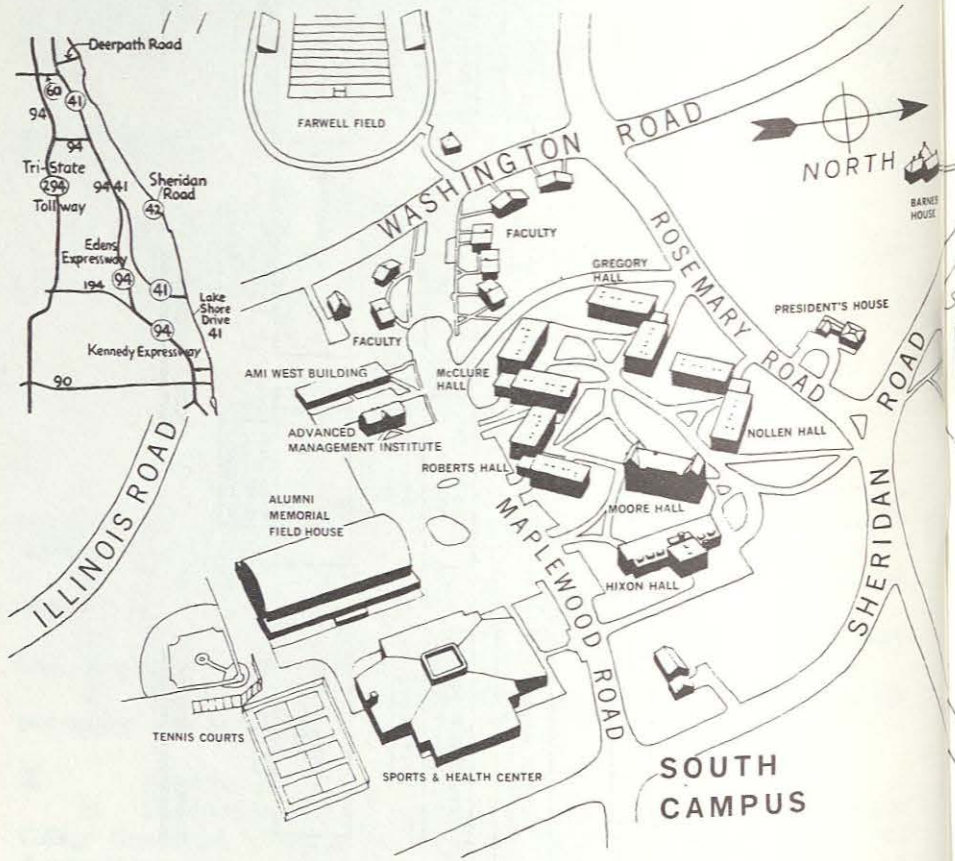
PATTERSON LODGE, built in 1879 as the President's House, now is the College Admissions Office.

COLLEGE HALL, built in 1878 as a gift of the Charles B. Farwell family, is now the oldest building on the campus.

NORTH HALL, similar in form to College Hall, houses most of the College administrative offices, including office of the President.

DURAND COMMONS — the older part built in 1907, named for Calvin Durand, copies an English university commons housing student lounges, coffee shop, a faculty lounge and the bookstore.

DONNELLEY LIBRARY — Opened in 1964, this strikingly modern glass and brick structure houses the College's main collection of books and journals (approximately 120,000 bound volumes), Government documents, and an extensive, growing collection on microfilm.






**CARNEGIE HALL**, built in 1907 as the Science Building, is now the English and Foreign Language Center.

**ERNEST A. JOHNSON MEMORIAL SCIENCE CENTER**, an imposing group of connected buildings, was named for the ninth President of the College. It houses the Departments of Biology, Chemistry, Physics and Psychology — with the most modern laboratory and research facilities.

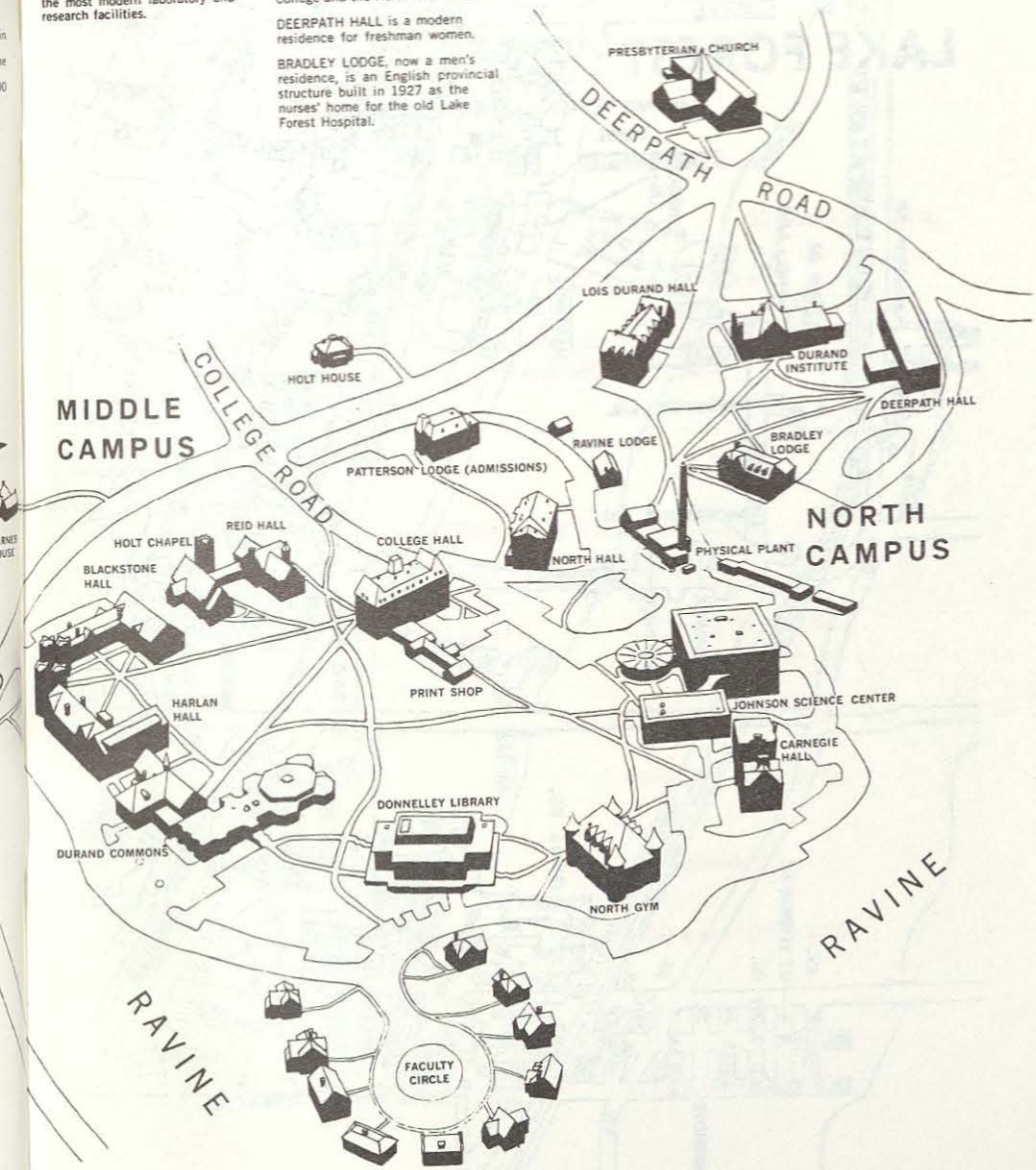
### NORTH CAMPUS

LOIS DURAND HALL, a women's residence, was built in 1898 to honor the mother of Henry Clay Durand.

**DURAND INSTITUTE**
This distinctive building, a gift of Mr. Durand, was constructed in 1891 as an art institute for the College and the North Shore area.

DEERPATH HALL is a modern residence for freshman women.

BRADLEY LODGE, now a men's residence, is an English provincial structure built in 1927 as the nurses' home for the old Lake Forest Hospital.



## COLLEGE HOURS

ADMINISTRATIVE OFFICES 8:30 a.m.-5:00 p.m.

LIBRARY

| Donnelley | Science |
|---|---|
| M-Th 8:00 a.m.-12 noon | M-Th 8:30 a.m.-11:00 p.m. |
| F-Sat 8:00 a.m.-10 p.m. | F-Sat 8:30 a.m.-5:00 p.m. |
| Sun 10:00 a.m.-12 noon | Sun 11:00 a.m.-1:00 p.m. |

BOOKSTORE 8:00a.m.-4:00 p.m. Monday-Friday

CAMPUS POST OFFICE 8:30 a.m.-12:00 p.m. / 1:00 p.m.-5:00 p.m.

CASHIER 8:30 a.m.-12:30 p.m. / 1:00 p.m.-4:00 p.m.

HEALTH OFFICE 9:00 a.m.-4:00 p.m. Monday-Friday
Saturday Hours will be posted.

## CAFETERIA SERVICE HOURS

Monday thru Friday

| | |
|---|---|
| BREAKFAST: Regular | 7:30 a.m.-8:30 a.m. |
| Continental | 8:30 a.m.-9:00 a.m. |
| LUNCH: | 11:00 a.m.-1:15 p.m. |
| DINNER: | 5:00 p.m.-6:15 p.m. |

| Saturday | Sunday |
|---|---|
| BREAKFAST: 8:00 a.m.-9:30 a.m. | 9:00 a.m.-10:00 a.m. |
| LUNCH: 11:30 a.m.-1:00 p.m. | |
| DINNER: 5:00 p.m.-6:00 p.m. | 1:30 p.m.-2:30 p.m. |

# EMERGENCY NUMBERS

FIRE 234-2121

AMBULANCE 234-2121

POLICE 234-2131

L.F. Hospital 234-5600

Campus Security
234-3100 ex. 205

Weekends and Nights
234-5043